

**WEST LIBERTY UNIVERSITY
BOARD OF GOVERNORS**

**April 16, 2014
4:00 p.m.
Shaw Hall Board Room
WLU**

AGENDA

1. Call to Order
2. Chairperson Comments
3. Consent Agenda* 15 Min
 - a. Minutes of the Full Board 02/12/14
 - b. Minutes of the Executive Committee 04/02/14
 - c. Honorary Degree
 - d. Program Reviews
4. Action Items* 45 Min
 - a. Approval of New Program-Department of Music & Theater
 - Bachelor of Arts in Theater
 - b. Approval of New Major-Department of Communications & Visual Arts
 - Advertising Communication (ADCOM)
 - c. Approval of New Majors-Department of Professional Education
 - Museum Education
 - Educational Leadership in Faith Organizations
 - Disabilities Services
 - d. Approval of New Majors-Department of Natural Sciences & Mathematics
 - Pre-Medicine
 - Environmental Stewardship and Education
 - e. Change in Name:
 - (1) Community Education to Community Education: Research and Leadership
 - (2) Health Services Administration to Health Care Management
 - f. Change in Designation of Biology Tracks to Majors
 - g. Discontinuance of Degree Programs:
 - (1) Business Information Systems (BIS)
 - (2) Bachelor of Science in Communications, Non-Comprehensive
 - h. Renewal of University Place Lease
 - i. Highlands Center Lease Modification
 - j. Approval of FY 2015 Budget/Tuition & Fees
 - k. Nominating Committee
5. Informational Items 25 Min
 - a. President's Report
 - b. ACF Presentation
 - c. Entrepreneurship Center
 - d. WLU Funds Transferred to WLU Research Corporation
6. Adjournment

**West Liberty University
Board of Governors**

Minutes

February 12, 2014

Attendance:

Beverly Burke, Joe Carey, Richard Carter, Sandra Chapman, George Couch, Dennis Gooch, Brian Joseph, Patrick Kelly, Frank Noble, Ann Thomas

Unable to Attend:

Administration/Faculty/Staff:

Robin Capehart, Scott Cook, Brian Crawford, John Davis, John Gompers, Stephanie Hooper, Crystal Lorimor, Jim Stultz, Jack Wright

1. Call to Order:

Chair Carter called the meeting to order at 4:15 p.m.

2. Chairperson Comments:

Chair Carter stated that we are in the middle of the spring semester and has not heard anything needing reported to the Board.

3. Consent Agenda*:

Chair Carter stated that the consent agenda consists of the minutes of the full Board of December 11 and 18, 2013 and the Executive Committee minutes of January 11, 2014. With no additions or corrections he asked for a motion to accept the agenda.

A motion that the West Liberty University Board of Governors approve the Consent Agenda items was then made by Ann Thomas and seconded by George Couch; motion passed unanimously.

4. Informational Items:

a. President's Report

President Capehart attended the NCAA Convention January 14-19 as part of the President's Council. The Council is currently working on their Strategic Plan. It is rumored that some Division I schools may break off, but the presidents were assured that was not going to happen. What happens at the Division I level affects those at Division II.

The AAC&U Conference was held in Washington, DC. Much of the discussion involved findings on what employers want in hiring new employees. The information is similar to what we have collected and will be used in our Strategic Plan.

The WLU Strategic Plan is being led by Provost Crawford. It is on schedule to be in front of the Board at the August meeting.

Administrative Procedure No. 10 is going well. We recognize there is a need to reduce expenses, reprioritize other items, and reallocate resources to fit the Strategic Plan, while keeping an eye toward growth and financial stability.

b. Campbell Hall Update

Mr. Wright stated in his update on Campbell Hall that they are finishing the floor tile and carpet on the first floor. Punch lists are being resolved throughout the building and the Fire Marshal is scheduled for February 18-20 to inspect the entire building for life safety systems and full

occupancy. We plan to complete the move into the building during spring break March 8-16, 2014. The percentage of extras and Nello's claim were also discussed.

c. ADA Lawsuit Update

Mr. Wright stated that a proposed stipulation for settlement has been received from the Plaintiff's counsel. University counsel and the ADA consultant visited campus to review each area of the settlement proposal. Once corrective actions are agreed upon the cost will be determined and a time span to complete the actions will then be negotiated.

d. Football Stadium Renovation Update

The Foundation received the \$3,000,000 gift for construction from the donor, along with \$500,000 for earth contingencies. The demolition of the bleachers and press box was completed in December, 2013. A pre-bid meeting for the bleachers will be held February 19 and one for the concrete and press box will be held February 26, 2014. Substantial completion of the project is July 25, 2014.

e. Budget FY14 and FY15 Update

Mr. Wright gave an update on the FY14 operating budget, reviewing revenue, salary and benefits, expenses, and potential future budget changes, noting that the utility budget will probably be positive, but we won't know for sure until the weather breaks.

Work on the FY15 budget is ongoing and there will be another Finance Committee meeting in March to review the outcome. Chair Carter stated that there was an update on academic expenses that were discussed in the Executive Committee meeting. Items noted were:

- (1) WLU is fiscally sound.
- (2) We aim to keep the cash reserve at 10% of the gross revenue; we have this, plus.
- (3) We are seeing the same at other universities:
 - a. Resistance to tuition increases
 - b. State decreasing appropriations
- (4) We have increased staffing expenses.
- (5) Need to put in controls for scholarships and grants and make sure we have a balance between revenue and cost.
- (6) The administration recognizes personnel deployment is unbalanced. We can't bring in more unless that person is bringing in revenue to pay for their cost. Another option is to bring someone else in while reducing elsewhere.
- (7) It is doubtful there will be an enrollment increase in 2015; we are estimating a 3% decrease.

f. President's Contract Committee

The President's contract expires on June 30, 2014. We need to discuss with the Committee how to proceed after that date. The Committee will consist of Richard Carter, George Couch, and Brian Joseph. They will review the contract and make recommendations to the Board.

A motion that the West Liberty University Board of Governors approve the President's Contract Committee was then made by Ann Thomas and seconded by Brian Joseph; motion passed unanimously.

g. Offer to Buy Mineral Rights

Mr. Wright stated that it didn't make sense to consider the offer by Mineral Acquisition Company to purchase WLU's mineral rights, but he felt that the information should be brought before the Board. Chair Carter stated he appreciated the information being brought forward to the Board, but agrees with Mr. Wright's conclusion. There was no disagreement from the members of the Board.

5. Action Items*:

a. Revised Compact Submission

Dr. Crawford explained that in the fall of 2013 WLU was required to submit information -- the Compact -- to the Higher Education Policy Commission. The HEPC reviewed the submission and shared the results of their review with WLU administrators. As a result we agreed on new target numbers; the new proposed numbers are provided to the Board in their packet.

A motion that the West Liberty University Board of Governors approve the revised 2013 Compact submission was then made by Beverly Burke and seconded by George Couch; motion passed unanimously.

b. Pilot 3-Year \$10,000 Academic Program-B.A. in Community Education

The Pilot 3-year program on the agenda is being postponed for discussion at a later date. President Capehart explained that it is being re-tooled and may ask the Board to come back for a special meeting for discussion.

Chair Carter asked for a motion to move to Executive Session for an update from President Capehart on a discussion regarding real estate held by the Foundation.

A motion to move to Executive Session pursuant to WV Code § 6-9A-4 was then made by Patrick Kelly and seconded by Ann Thomas; motion passed unanimously.

6. Adjournment:

Chair Carter asked if any further business was required. There being none the meeting adjourned at 5:15 p.m.

A motion that the West Liberty University Board of Governors adjourn the February 12, 2014 meeting was then made by Beverly Burke and seconded by Joe Carey; motion passed unanimously.

Richard Carter

Chair

Ann Thomas

Secretary

**West Liberty University
Board of Governors**

**Executive Committee
Minutes
April 2, 2014**

Executive Committee Members: Richard Carter, George Couch, Brian Joseph, Ann Thomas

WLU Administrators: Robin Capehart, Brian Crawford, John Davis, John Gompers, Stephanie Hooper, John McCullough, Jack Wright

1. Chair Carter called the meeting to order at 8:35 a.m.
2. BOG Business – The next Board of Governors meeting will be held in the BOG Conference Room at 4:00 p.m. on Wednesday, April 16, 2014.
3. Review of Consent Agenda – President Capehart discussed the agenda items, including the granting of an honorary degree to West Virginia Poet Laureate Marc Harshman, who will serve as the May commencement speaker.
4. Review of Action Items – Provost Crawford identified the new academic programs to be approved, along with changes to programs and the discontinuance of two programs. Chair Carter inquired as to the impact upon the number of Business faculty needed pending the elimination of the BIS program and the abeyance status of the proposed MBA program. The proposed FY 2015 budget and tuition/fees also will need to be approved at the upcoming BOG meeting.
5. Renewal of Lease on University Place – Jack Wright explained the details of this item, and he discussed the new apartment-style facility that is under construction.
6. Change in Lease on Highlands Center – Jack Wright discussed plans for the build out of the conference room by the Ohio County Commission and the elimination of that room from the current lease agreement with WLU, resulting in a \$50,000 per-year savings to the University.
7. Review of Informational Items – Presentations will be made at the BOG meeting by Sylvia Senften, WLU's Advisory Council of Faculty representative to the HEPC, and by Carrie White, Executive Director of WLU's Center for Entrepreneurship.
8. WLU Funds Transferred to WLU Research Corporation – John Davis explained that this informational item also should be included on the agenda.
9. Nominating Committee – Richard Carter stated that the Nominating Committee composition would be formally established at the BOG meeting.
10. Approval of Agenda – The Executive Committee approved the formal agenda for the April 16th meeting of the BOG.
11. President's Report – The President will update the Board on the other items on April 16th.
12. The meeting adjourned at 9:10 a.m.

Richard Carter

Chair

B. Ann Thomas

Secretary

West Liberty University Board of Governors
April 16, 2014

HONORARY DEGREE

Consent Item

It is the recommendation of the Honorary Degrees and Recognition Committee and the President of the University, for the conferral of an honorary Doctor of Humane Letters (DHL) degree from West Liberty University at the May 2014 commencement to Marc Harshman.

PROGRAM REVIEW APPROVAL

Consent Item

The Board of Governors is asked to approve the five-year program review for the following degree programs and recommend **continuation of the program at the current level of activity.**

- Regent's R.B.A.
- Interdisciplinary B.S.
- Medical Laboratory Science B.S.
- Exercise Physiology B.S.

The Board of Governors is asked to approve the five-year program review and recommend **continuation of the program at the current level of activity with corrective action focused on further development of the program's assessment plan.**

- Criminal Justice B.S.

Additionally, the Board of Governors is asked to approve the following program review assessment reports and the recommendations of the University Assessment and Accreditation Committee.

Assessment plan approved, no additional reports required until the next scheduled BOG program review.

- Psychology B.S./B.A.

Assessment Plan revision is required.

- Communication B.S.
- Chemistry B.S.
- Mathematics B.S.

West Liberty University Board of Governors
April 16, 2014

**Approval of New Program
Bachelor of Arts in Theater**

The West Liberty University Board of Governors is asked to approve a new program, the Bachelor of Arts in Theater. The program will be housed in the College of Arts and Communication, Department of Music and Theater. Currently students are able to major in theater through the Bachelor of Science in Communication: Theatre housed in the same college, but in the Department of Journalism, Communication Studies and Visual Arts. The development and approval of the Bachelor of Arts in Theater places the degree in the appropriate department and provides the opportunity for students to receive a pure degree in theater. The proposed curriculum aligns with the national accrediting standards for programs of theater and sets the stage for future accreditation. Enrollment in the current theater major has increased approximately 550% (from 5 majors in fall 2011 to 28 majors in fall 2013) and substantiates moving the major to a stand-alone degree program within the Department of Music and Theater. The current teaching staff, 2 full-time faculty and 4 adjuncts, is sufficient for the program based on current enrollments; for accreditation eligibility and as enrollment grows, a third full-time faculty member must be added in the future as data warrants. The proposed Bachelor of Arts degree program was approved for planning by the West Virginia Higher Education Policy Commission on November 5, 2013 and the full program was approved on March 18, 2014 by the WLU Curriculum Committee and the WLU Faculty Senate.

Proposed Resolution: Resolved, that the West Liberty University Board of Governors approve the creation of a new undergraduate degree program, the Bachelor of Arts in Theater, within the College of Arts and Communications, Department of Music and Theater.

New Program Description

Bachelor of Arts in Theater

The Bachelor of Arts in Theater will prepare students through a combination of coursework in performance, technology and design, and theory and criticism. Students will develop these abilities through communication of ideas, collaboration between artists, development of presentation skills, writing and uses of technology. These skills provide an excellent foundation for careers in the Theater as well as prepare students for graduate studies. Students will experience lectures, workshops, tutorials, project work, and practical opportunities to demonstrate the development of their abilities and knowledge. In addition, opportunities for independent learning and internships will be readily available during the course of study. The current teaching staff, 2 full-time faculty and 4 adjuncts, is sufficient to begin the program. A third full-time faculty will be added as future enrollment increases dictate, and in pursuit of accreditation through the National Association of Schools of Theatre (accreditation standards require 3 full-time theater faculty).

Program Objectives for the Bachelor of Arts in Theater:

Graduates of the BA in Theater will...

- A. Understand and explain and various means (performance, design, construction/technical aspects, etc.) through which a theatrical production is realized.
- B. Develop proficiencies in the practical skills of one area (performance/directing or design/technical) of theater production.
- C. Employ systematic, critical analyses in the interpretation of a play script for use as an actor, director, designer, or technical producer.
- D. Actively and appropriately collaborate in the process of theater production.
- E. Express a thorough knowledge of important works of dramatic literature from the past and present including works of criticism and theory.

Program Goals for the Bachelor of Arts in Theater:

1. Students who have developed personal creative and critical thinking skills;
2. Students who can participate in, and the development of, the larger world of theater;
3. Students who are proficient performers, designers, and/or other theater practitioners;
4. Students who are prepared for entry-level positions in regional theater companies and/or acceptance into graduate programs in theater or related fields.

West Liberty University Board of Governors
April 16, 2014

Approval of New Major
Advertising

The Board of Governors is asked to approve the creation of a new major housed under the Communications degree program of the Department of Communications and Visual Arts within the College of Arts and Communications. In accordance with West Liberty University policy and West Virginia Higher Education Policy Commission guidelines, the major has been approved by the West Liberty University Curriculum Committee on February 26, 2013.

Proposed Resolution: Resolved, that the West Liberty University Board of Governors approve the creation of a new major, Advertising, within the College of Arts and Communications, Department of Communications and Visual Arts.

Advertising Communication Major

The West Liberty University College of Arts and Communication, Department of Journalism, Communication Studies and Visual Arts Communication program has developed a new major, Advertising Communication (ADCOM). The major consists of courses that are currently in the course rotation in the Journalism and Communication Studies program. The major requires no additional faculty or faculty overloads to implement. West Liberty University's ADCOM major builds on foundational principles of advertising by introducing best practices in advertising and strategic advertising campaigns. The advertising curriculum is designed to prepare students for entry-level positions in account management, media planning, media sales, research and the critical thinking skills needed for advancement to positions of leadership. Students have the benefit of working with campus media to implement classroom learning with practical advertising initiatives. The major culminates in a capstone course that allows each student to develop and initiate, from conception to completion, a viable advertising campaign in their senior year of undergraduate study that will be entered in regional and national team competitions with organizations like the American Advertising Federation.

West Liberty University Board of Governors
April 16, 2014

Approval of New Majors

Museum Education, Educational Leadership in Faith Organizations,
and Disabilities Services

The Board of Governors is asked to approve the creation of three new majors housed under the Community Education degree program of the Department of Professional Education within the College of Education. In accordance with West Liberty University policy and West Virginia Higher Education Policy Commission guidelines, the majors have been approved by the West Liberty University Curriculum Committee on October 8, 2013.

Proposed Resolution: Resolved, that the West Liberty University Board of Governors approve the creation of new majors, Museum Education, Educational Leadership in Faith Organizations, and Disabilities Services, within the College of Education, under the Community Education degree program of the Department of Professional Education.

B.A. in Community Education/ Museum Education Major

The West Liberty University College of Education, Department of Professional Education/Community Education program, in collaboration with the College of Arts and Communications, Department of Journalism, Communication Studies and Visual Art, the Center for Arts and Education, the Center for Entrepreneurship, and the Gary E. West College of Business, Department of Marketing & Management, has developed a new major, Museum Education. The major consists of 21-credit hours of coursework. Three of these seven courses are in the course rotation of the collaborating colleges and four of them are in the Community Education program. The major requires no additional faculty or faculty overloads to implement, just one to two adjuncts for two of the new classes over the course of three years. The unique features of this accelerated 120-credit hour (three-year) Bachelor of Arts in Community Education/Museum Education major are a design specific for students interested in becoming non-formal/community educators, working with children, adolescents, and/or adults (lifelong learners), interacting in a workspace outside of the traditional classroom, teaching in an informal learning environment and not being restricted by the formal classroom or school settings. The strength of this major within the Community Education Program is enhanced through vibrant community-based partnerships. The Museum Education major is addressed through partnerships with museums (e.g., Ohio Valley Children's Museum Wheeling WV, The Children's Museum of Pittsburgh, The Andy Warhol Museum Pittsburgh PA, etc.) of the Community Education program. This major adds to the wide spectrum of other existing majors in the community education program. Any student with an interest in community education, museum education, and in working with children and adolescents could complete this major.

B.A. in Community Education/ Educational Leadership in Faith Organizations

The West Liberty University College of Education, Department of Professional Education/Community Education program, in collaboration with the College of Liberal/ Department of Humanities/Religion program, has developed a new major, Educational Leadership in Faith Organizations. The major consists of 21-credit hours of coursework. Two of these seven courses are currently in the course rotation of the Religion program, and five of them are in the Community Education program. The major requires no additional faculty or faculty overloads to implement, just one to two adjuncts for the five new classes over the course of three years. The unique features of this accelerated 120-credit hour (three-year) Bachelor of Arts in Community Education/Educational Leadership in Faith Organizations major are a design specific for students interested in becoming non-formal/community educators, working with children, adolescents, and/or adults (lifelong learners), interacting in a workspace outside of the traditional classroom, teaching in an informal learning environment and not being restricted by the formal classroom or school settings. The strength of this major within the Community Education Program is enhanced through vibrant community-based partnerships. The Educational Leadership in Faith Organizations major in specific is addressed through partnerships with local faith organizations of all kinds (e.g., Covenant Community Church Wheeling WV, West Liberty University Catholic Campus Ministry, etc.) of the Community Education program. This major adds to the wide spectrum of other existing majors in the community education program. Any student with an interest in community education and faith-based organizations that work with children and adolescents could complete this major. The Educational Leadership in Faith Organizations major is designed in a non-denomination format without specific religious requirements.

B.A. in Community Education/ Disabilities Services Major

The West Liberty University College of Education, Department of Professional Education/Community Education program, in collaboration with the Department of Professional Education/Special Education program, has developed a new major, Disabilities Services. The major consist of a series of courses currently in the course rotation of the Special Education program and requires no additional faculty, faculty overloads, or adjuncts to implement. The unique features of this accelerated 120-credit hour (three-year) Bachelor of Arts in Community Education/Disabilities Services major are a design specific for students interested in becoming non-formal/community educators, working with children, adolescents, and/or adults (lifelong learners), interacting in a workspace outside of the traditional classroom, teaching in an informal learning environment and not being restricted by the formal classroom or school settings. The strength of this major within the Community Education Program is enhanced through vibrant community-based partnerships. The Disabilities Services major is addressed through the special education components and community partnerships (e.g., Easter Seals, Wheeling WV, and REM Wheeling WV, etc.) of the Community Education program. This major adds to the wide spectrum of other existing majors in the community education program. Any student with an interest in community education, disabilities services, and in working with children and adolescents could complete this major.

West Liberty University Board of Governors
April 16, 2014

Approval of New Majors

Pre-Medicine and Environmental Stewardship and Education

The Board of Governors is asked to approve the creation of two new majors housed under the Biology degree program of the Department of Natural Sciences and Mathematics within the College of Sciences. In accordance with West Liberty University policy and West Virginia Higher Education Policy Commission guidelines, the majors have been approved by the West Liberty University Curriculum Committee on April 9, 2013.

Proposed Resolution: Resolved, that the West Liberty University Board of Governors approve the creation of new majors, Pre-Medicine and Environmental Stewardship and Education, within the College of Sciences, under the Biology degree program of the Department of Natural Sciences and Mathematics.

Pre-Medicine Major

The West Liberty University College of Sciences, Department of Natural Sciences and Mathematics Biology program, in conjunction with the West Virginia School of Osteopathic Medicine in Lewisburg WV, has developed a new major, Pre-Medicine. The major consists of a series of courses currently in the course rotation of the Biology program, and requires no additional faculty or faculty overloads to implement. The unique features of this major are a design specific for students interested in pursuing advanced education in medicine, a required, rigorous combination of courses to demonstrate the student's potential to succeed at the professional level of education, the opportunity to attend targeted summer programs offered by the West Virginia School of Osteopathic Medicine (WVSOM), and a quicker route for acceptance into WVSOM provided all requirements are met. Students meeting requirements will be interviewed by the Admissions Committee at WVSOM during the summer between the junior and senior year of undergraduate study. Specific coursework and the MCAT must be successfully completed by the end of the junior year at West Liberty University; students must maintain at least a 3.2 gpa in science and overall for eligibility. A maximum of five students will be accepted through the facilitated route to WVSOM, however, any student interested in medicine may complete the major in preparation for professional school matriculation and apply for admission by standard procedure.

Environmental Stewardship and Education

The West Liberty University College of Sciences, Department of Natural Sciences and Mathematics Biology program has developed a new major called Environmental Stewardship and Education. The need for this major was evident in the number of interdisciplinary students interested in environmental education. The major consists primarily of many courses already in the rotation of the Biology Program, as well as several interdisciplinary courses in geography and the new community education program; the biology-focused curriculum is geared to prepare graduates for the knowledge-intensive domains of environmental education and stewardship. Most of the biology courses within this major are taught by existing faculty; however, an adjunct faculty member was hired to teach a BIO 478 Special Topics course: Introduction to Environmental Education and Interpretation. The new major is for students who wish to pursue a career in environmental education and environmental stewardship, working in non-formal educational settings, such as nature/environmental centers, museums, zoos/preserves, or federal agencies such as the EPA. Currently, less than ten institutions nationally offer undergraduate degrees in environmental education. West Liberty University is the only higher education institution in Appalachia to offer a degree in this growing field of study.

West Liberty University Board of Governors
April 16, 2014

Change in Name

Community Education to Community Education: Research and Leadership

The Board of Governors is asked to approve the change in name of the Community Education track within the Master of Arts in Education degree program to Community Education: Research and Leadership. This designation more accurately reflects the program of study and separates the graduate program from the new undergraduate degree program in Community Education. In accordance with WV HEPC guidelines, the change in name for this track was approved by the West Liberty University Curriculum Committee on October 8, 2013.

Proposed Resolution: Resolved, that the West Liberty University Board of Governors approve the change in name of the Community Education track to Community Education: Research and Leadership, within the Master of Arts in Education degree program.

West Liberty University Board of Governors
April 16, 2014

Change in Name

Health Services Administration to Health Care Management

The Board of Governors is asked to approve the change in name of the Health Services Administration track within the Business Administration degree program to Health Care Management. This designation is consistent with nomenclature at other institutions of higher education and more accurately reflects the career field for future employment. In accordance with WV HEPC guidelines, the change in name for this track was approved by the West Liberty University Curriculum Committee on April 9, 2013.

Proposed Resolution: Resolved, that the West Liberty University Board of Governors approve the change in name of the Health Services Administration track to Health Care Management, within the Business Administration degree program.

West Liberty University Board of Governors
April 16, 2014

Change in Designation of Biology Tracks to Majors

Ecology, Evolution and Organismal Biology

Microbiology

Pre-Professional Biology

General Biology

The Board of Governors is asked to approve the conversion of four tracks (Ecology, Evolution and Organismal Biology, Microbiology, Pre-Professional Biology, and General Biology) within the Biology degree program to majors. This designation is consistent with nomenclature at other institutions of higher education and West Virginia Higher Education Policy Commission guidelines. In accordance with WV HEPC guidelines, the change in designation for these tracks has been approved by the West Liberty University Curriculum Committee on April 9, 2013.

Proposed Resolution: Resolved, that the West Liberty University Board of Governors approve the change in designation of four tracks, Ecology, Evolution and Organismal Biology, Microbiology, Pre-Professional Biology, and General Biology, within the Biology degree program to majors.

West Liberty University Board of Governors
April 16, 2014

Discontinuance of Degree Program
Business Information Systems (BIS)

The Board of Governors is asked to approve the discontinuance of the Business Information Systems degree program housed within the Gary E. West College of Business. In accordance with West Liberty University policy and West Virginia Higher Education Policy Commission guidelines, the removal of the degree program was approved by the West Liberty University Curriculum Committee on November 19, 2013. Reason for discontinuance is low enrollment. Any student within the degree program will complete their degree as written, but no new students will be admitted; students interested in information systems will be directed into the Computer Information Systems program.

Proposed Resolution: Resolved, that the West Liberty University Board of Governors approve the discontinuance of the Business Information Systems degree program within the Gary E. West College of Business.

Discontinuance of Degree Program
Bachelor of Science in Communications, Non-Comprehensive

The Board of Governors is asked to approve the discontinuance of the Bachelor of Science in Communications, Non-Comprehensive degree program housed under the Department of Journalism, Communication Studies, and Visual Arts within the College of Arts and Communication. In accordance with West Liberty University policy and West Virginia Higher Education Policy Commission guidelines, the removal of the tracks was approved by the West Liberty University Curriculum Committee on November 19, 2013. Reason for discontinuance is low enrollment coupled with redesign of the Bachelor of Science in Communications degree program curriculum for increased flexibility. Any student within the degree program will complete their degree as written, but no new students will be admitted. Faculty workload will not be affected by these changes as the courses within the BS Communications, Non-Comprehensive are offered within the BS Communications degree program as required courses or restricted electives dependent on major field of study.

Proposed Resolution: Resolved, that the West Liberty University Board of Governors approve the discontinuance of the Bachelor of Science in Communications, Non-Comprehensive degree program within the College of Arts and Communication, under the Department of Journalism, Communication Studies, and Visual Arts.

West Liberty University
Tuition & Fees
Operating Budget
Capital Budget
FY15

BOG Approval Meeting
April 16, 2014

**FY15 Budget, Tuition and Fees
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WEST LIBERTY UNIVERSITY
FY14
OPERATING BUDGET STATUS
(000)

	FY14 Approved Budget	Budget Status <u>03-21-14</u>
I. Revenue		
A. Tuition & Fees	\$ 21,477	\$ 21,140
B. Room & Board	10,028	9,620
C. State Appropriation	8,471	8,396
D. Other Income	<u>2,944</u>	<u>3,158</u>
E. Total Income	\$ 42,920	\$ 42,314
II. Expenses		
A. Salary & Benefits	\$ 23,534	\$ 23,344
B. Scholarships & Waivers	4,376	4,784
C. Bond & HEPC Payments	2,214	2,214
D. Utilities	2,272	2,265
E. Other Encumbered Expenses	7,777	7,627
F. Allocated Expenses	<u>2,350</u>	<u>2,053</u>
G. Total Expenses	\$ 42,523	\$ 42,287
III. Operations Balance	\$ + 397	\$ + 27

West Liberty University
FY 15 Proposed
Operations Budget
(000)

	FY15 ⁽¹⁾ Baseline Budget	FY15 Proposed Budget	Deviation
I. Revenue			
A. Undergraduate Tuition & Fees ⁽²⁾	\$18,772	\$19,145	\$ +373
B. Graduate Tuition & Fees ⁽³⁾	1,744	1,850	+106
C. Room & Board ⁽⁴⁾	9,953	10,250	+297
D. State Appropriation ⁽⁵⁾	8,255	8,255	-
E. Other Income ⁽⁶⁾	2,280	2,450	+170
F. Total Revenue	<u>\$41,004</u>	<u>\$41,950</u>	<u>\$ +946</u>
II. Expenses			
A. Salary & Benefits ⁽⁷⁾	\$23,949	\$23,200	\$ -749
B. Discounts ⁽⁸⁾	4,640	4,770	+130
C. Bond & HEPC Payments	2,090	2,090	-
D. Utilities	2,287	2,300	+13
E. Rent ⁽⁹⁾	465	415	-50
F. Major Contracts ⁽⁹⁾	3,255	3,360	+105
G. Other Encumbered Expenses ⁽⁹⁾	3,164	2,990	-174
H. Allocated Expenses ⁽¹⁰⁾	2,680	2,125	-555
I. Total Expenses	<u>\$42,530</u>	<u>\$41,250</u>	<u>\$ -1,280</u>
III. Operating Balance ⁽¹¹⁾	\$ -1,526	\$ +700	\$ +2,226

**BUDGET PARAMETERS
PROPOSED BUDGET
FY15**

1. Baseline budget represents FY14 budget with one-time occurrences eliminated.

State appropriation reduction of 3.75%.

3% reduction across the mix on undergraduate FTE's.

2. Undergraduate Tuition & Fees

- A. 3% increase on In State

- B. \$ +500/year RN to BSN

- C. \$ +150/year differential – Exercise Phys.

3. Graduate Tuition & Fees

- A. 5.9% increase on In State

- B. 10% increase on Out of State

- C. 5% increase on PA Program

4. Room & Board

- A. 4.9% increase on board

- B. \$50/semester on room (excluding Rogers Hall)

5. State Appropriation

- A. \$8,255,151 – 3.75% Reduction from FY 14

- B. Includes \$22,654 Oasis computer system allowance

- C. Includes \$61,984 salary adjustment allowance

6. Other Income

- A. \$80 to \$100 increase in Late Registration Fee (per occurrence)

- B. \$100 to \$250 increase in 19+ Hour Registration Fee (per occurrence)

- C. \$100 to \$125 increase in Electronic Course Fee (per course)

- D. \$25 to \$75 increase in PA Application Fee

- E. \$25 to \$50 increase in Highland Room Rental Fee (per hour)

7. Salary & Benefits

- A. \$ + 60,000 State salary adjustment

- B. \$ - 540,000 personnel adjustment

- C. \$ - 50,000 on-line teaching stipend adjustment

- D. \$ - 120,000 adjunct and overload adjustment

- E. Included is \$200,000 to cover required Mercer scale changes, faculty promotions, and state appropriated salary adjustments.

8. Discounts
 - A. \$ + 190,000 elimination of 3% FTE reduction adjustment
 - B. \$ - 58,000 R.A. elimination closing Boyd Hall
 - C. \$ + 32,000 in-state 3% tuition and fee increase adjustment
 - D. \$ + 16,000 board increase adjustment

9.
 - A. Rent: \$50,000 reduction in rent at Highlands due to cancellation of 4,000 square foot conference room as part of lease.
 - B. Major Contracts (food and custodial service)
 - \$ + 15,000 custodial increase in scope

 - \$ + 90,000 custodial products added to contract
 - C. Other Encumbered Expenses
 - \$ - 120,000 reduction in Laptop Program
 - \$ - 90,000 reduction in custodial products
 - \$ + 22,000 Oasis computer system (WV)
 - \$ + 13,000 Human Resources computer system (WV)

10. Allocated Expenses
 - A. \$ - 555,000 reduction in allocated expenses

11. Operating Balance
 - A. \$200,000 positive Operations Budget position
 - B. \$500,000 support of Capital Construction projects in FY 15

**West Liberty University
FY 15 Proposed
Capital Budget
(000)**

Grand	University	HEPC	Private	
<u>Total</u>	<u>Funding</u>	<u>Funding</u>	<u>Funding</u>	
I. FY 14 Completed Projects				
A. Shaw Railings	\$ 30,000			\$ 30,000
B. Arnett Roof	125,000	125,000		250,000
C. Student Union Roof	150,000			150,000
D. Tennis Court Refinish	70,000			70,000
E. Football Field Lights	40,000		500,000	540,000
F. ADA Improvements	425,000			425,000
G. Kelly Theater			80,000	80,000
H. Roads/Parking Paving	<u>120,000</u>	<u> </u>	<u> </u>	<u>120,000</u>
I. Total	\$ 960,000	\$ 125,000	\$ 580,000	\$1,665,000
II. FY 14 In Process/Carryover Project				
A. Main Hall Chiller	\$ 275,000	\$ 275,000		\$ 550,000
B. Arnett Renovation	100,000			100,000
C. Campbell Hall Parking	350,000			350,000
D. Kelly Theatre Seating/Floor			\$ 235,000	235,000
E. Pressbox/Stadium Seating			<u>3,500,000</u>	<u>3,500,000</u>
F. Total	\$ 725,000	\$ 275,000	\$3,735,000	\$4,735,000
III. New FY 15 Projects				
A. ADA Renovations	\$ 300,000			\$ 300,000
B. Roads, Walks, Parking Lot Upgrade	<u>200,000</u>	<u> </u>	<u> </u>	<u>200,000</u>
C. Total	\$ 500,000	-	-	\$ 500,000
IV. Grand Total	\$2,185,000	\$ 400,000	\$4,315,000	\$6,900,000

West Liberty University
Cash Reserve Calculation
FY14 & FY15
As of 03/21/14
(000)

Available Cash for FY15

1. Unrestricted Reserves 06/30/13	\$ 6,816
2. FY14 Operating Budget Contribution	27
3. FY 14 Capital Contributions – HEPC/Private Source	<u>4,715</u>
4. Total Available Cash	\$ 11,558
5. Less: FY14 Capital Projects	<u>6,400</u>
6. Net Available for Operations	\$ 5,158
7. FY15 Operating Budget Contribution	700
8. FY15 Capital Contribution – HEPC/Private Source	<u>-</u>
9. Total Available Unrestricted Cash	\$ 5,858
10. Less: FY15 Capital Projects	<u>500</u>
11. Net Available for Operations	\$ 5,358
12. Less: 10% Operating Reserve	<u>4,195</u>
13. Cash Balance above Reserve	\$ 1,163

**Tuition & Fees
Undergraduate
Per Semester
FY15**

		In-State FY 2014	Metro FY 2014	Out-of-State FY 2014	In-State FY 2015	Metro FY 2015	Out-of-State FY 2015
1	Tuition	\$ 210	\$ 495	\$ 495	\$ 210	\$ 495	\$ 495
2	Registration Fee	55	260	260	55	260	260
3	Higher Education Resource Fee	375	870	870	375	870	870
4	Faculty Improvement Fee	50	145	145	50	145	145
5	Institutional Activity Fee	145	145	145	145	145	145
6	Athletic Fee	195	195	195	195	195	195
7	Special Equity Fee	75	75	75	75	75	75
8	Student Union Fee	70	70	70	70	70	70
9	General Operation Fee	1513	3033	4090	1606	3033	4090
10	Technology Enhancement Fee	80	80	80	80	80	80
11	Institutional Capital Fee	145	145	145	145	145	145
12	2012 Capital Fee	200	200	200	200	200	200
13	Total Per Semester	\$3,113	\$5,713	\$6,770	\$3,206	\$5,713	\$6,770
14	\$ Change FY14 to FY15				+93		
15	% Change FY14 to FY15				3%		

**Tuition & Fees
Undergraduate Differentials
Per Semester
FY15**

		In-State FY 2014	Metro FY 2014	Out-of-State FY 2014	In-State FY 2015	Metro FY 2015	Out-of-State FY 2015
College of Business, Graphic Design & Broadcast Journalism							
1	Total Per Semester	\$3,223	\$5,818	\$6,870	\$3,331	\$5,838	\$6,895
2	\$ Change FY14 to FY15				+108	+20	+25
3	% Change FY14 to FY15				3.4%		
College of Science (excluding Nursing/Dental Hygiene), Athletic Training Program & Exercise Physiology							
1	Total Per Semester	\$3,251	\$5,844	\$6,895	\$3,356	\$5,863	\$6,920
2	\$ Change FY14 to FY15				+105	+19	+25
3	% Change FY14 to FY15				3.2%		
Nursing/Dental Hygiene							
1	Total Per Semester	\$3,581	\$6,159	\$7,195	\$3,681	\$6,188	\$7,245
2	\$ Change FY14 to FY15				+100	+29	+50
3	% Change FY14 to FY15				2.8%		
RN to BSN Program							
1	Total Per Hour	\$220	\$220	\$220	\$241	\$241	\$241
2	12+ Hours	\$226.25	\$226.25	\$226.25	\$247.25	\$247.25	\$247.25
3	% Change FY14 to FY15				9.5%	9.5%	9.5%
BLA Program							
1	Total Per Hour	\$281.75	\$281.75	\$281.75	\$281.75	\$281.75	\$281.75
2	12+ Hours	\$288	\$288	\$288	\$288	\$288	\$288
3	% Change FY14 to FY15						
Advanced Academy							
1	Total Per Semester	\$1,556	\$1,556	\$1,556	\$1,603	\$1,603	\$1,603
2	\$ Change FY14 to FY15				+47		
3	% Change FY14 to FY15				3%		

**Tuition & Fees
Graduate (MaED)
Per Semester
FY15**

		In-State FY 2014	Out-of-State FY 2014	In-State FY 2015	Out-of-State FY 2015
1	Tuition	\$2842	\$4430	\$3030	\$4911
2	Institutional Capital Fee	145	145	145	145
3	2012 Capital Fee	200	200	200	200
4	Total Per Semester	\$3,187	\$4,775	\$3,375	\$5,256
5	\$ Change FY 2014 to FY 2015			+188	+481
6	% Change FY 2014 to FY 2015			5.9%	10%

Tuition & Fees
Physician Assistant Program
Per Semester (4)
Per Year
FY15

		In-State FY 2014	Out-of-State FY 2014	In-State FY 2015	Out-of-State FY 2015
1	Tuition	\$ 5828	\$ 8828	\$ 6128	\$ 9278
2	Institutional Capital Fee	72	72	72	72
3	2012 Capital Fee	100	100	100	100
4	Total Per Semester	\$6,000	\$9,000	\$6,300	\$9,450
5	Total Per Year	\$24,000	\$36,000	\$25,200	\$37,800
6	\$ Change FY 2014 to FY 2015			+1,200	+1,800
7	% Change FY 2014 to FY 2015			5%	5%

**Tuition & Fees
Room & Board
Per Semester
FY15**

	FY 2014	FY 2015	Change	
			\$	%
Residence Hall Capital Fee	\$ 415	\$ 415		
On-Campus Double Room-Rogers	1800	1800		
On-Campus Single Room-Rogers	2695	2695		
On-Campus Double Room-All Others	1800	1850	+50	2.8%
On-Campus Single Room-All Others	2695	2775	+50	3%
University Place	2890	2890		
Regular Meal Plan	1825	1915	+90	4.9%
5 Meal Plan	625	650	+25	4%
50 Meal Block Plan	350	350		
Cable & Internet Fee	145	145		

Residence Hall Summer Rates Summer 2015			
		FY 2014	FY 2015
On-Campus Double Room	Per Week	\$65	\$65
On-Campus Single Room	Per Week	\$105	\$105
Student Summer Employee (20+ Hours Wk)	Per Week	\$32.50	\$32.50

Classroom Rental* Highlands Only	
\$75.00 First Hour	\$50.00 Each Hour Thereafter
*Facilities on main campus are not rented during academic year.	

Liberty Oaks Bed & Breakfast	
Room Rental	\$99.00/Day; \$109/Day includes Breakfast

**Special Fees
FY15**

		<u>FY</u> <u>2014</u>	<u>FY</u> <u>2015</u>	<u>Unit</u>
1.	Undergraduate Graduation	\$125	\$ 125	Occurrence
2.	Graduate Graduation	150	150	Occurrence
3.	Hilltopper Academy Registration	50	50	Occurrence
4.	Freshman Orientation	100	100	Occurrence
5.	Regents BA Posting Fee(plus \$10/Credit)	300	300	Occurrence
6.	Work Life Credit*	375	375	Occurrence
7.	Scuba Diving	160	160	Occurrence
8.	Natural Science Lab	75	75	Occurrence
9.	Electronic On-Line/Hybrid	100	125	Course
10.	Student Teaching	175	175	Occurrence
11.	Private Music Lessons	120	120	Semester
12.	Regional Practical/Internship	100	100	Occurrence
13.	Parking Permit - Student	75	75	Year
	- Full-Time Employee	50	50	Year
14.	Red Cross Certification	50	50	Occurrence
15.	Ceramics Material Fee	100	100	Occurrence
16.	Dental Hygiene–Instrument Kit	1175	1225	DH 186 Clinic II Lab
17.	Dental Hygiene–Clinic III Charges	65	70	DH 381 Clinic III Lab
18.	Dental Hygiene–Side Kick Instr Shpnr	890	920	DH 286 Clinic II Lab
19.	Dental Hygiene–X-Ray XCP Instruments	205	220	DH 238 Radiography Lab
20.	Dental Hygiene Clinic IV Charges	65	70	DH 386 Clinic IV
21.	Miller Analog Test	75	75	Occurrence
24.	HESI Pharmacology	90	150	NUR 315
25.	HESI Med Surge	90	150	NUR 323
26.	HESI Maternity	45	100	NUR 430-Health Promotion Women & Children
27.	HESI Pediatrics	45	0	NUR 430-Health Promotion Women & Children
28.	HESI RN Exit I – III tests- \$50)	100	100	NUR 481-Nursing Practicum (additional
29.	HESI Live Review	100	100	NUR 481-Nursing Practicum
30.	Critical Thinking Exams	10	15	NUR 200-Introduction to Nursing
31.	BLA Material Fee	200	200	BLA 300-Introduction to Organizational
	Leadership			
32.	Forever Hilltopper	150	150	Freshman/Transfers
33.	PA Application	25	75	Occurrence
34.	ADA Accommodation Evaluation	0	400	Occurrence

* Plus \$15.00/Work Life Credit

**Service Fees
FY15**

	<u>Service Fees</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>Unit</u>
1.	Late Registration	\$ 80	\$100	Occurrence
2.	Transcript	7	7	Occurrence
3.	Priority Transcript	25	25	Occurrence
4.	Return Check Charge	25	25	Occurrence
5.	Diploma Replacement	25	25	Occurrence
6.	Security Card Replacement	15	15	Occurrence
7.	Late Graduation	110	110	Occurrence
8.	Tuition Payment Plan	30	30	Occurrence
9.	Registration Reinstatement	25	25	Occurrence
10.	Outside Laptop Service	75	75	Occurrence
11.	Credit Hour Overload Registration Fee (19+)	100	250	Semester
12.	Laptop Fee (Non Pell Eligible)	0	200	One time

**REGULAR SEASON ATHLETIC TICKET PRICES
FY15**

<u>EVENT</u>	<u>FY14</u>	<u>FY15</u>	<u>UNIT</u>
1. Football			
A. Adult	\$ 7.00	\$ 8.00	Ticket
B. Children*	2.00	2.00	Ticket
C. Visiting Students with I.D.	2.00	2.00	Ticket
D. Adult	30.00	35.00	Season
E. Children*	10.00	10.00	Season
2. Basketball			
A. Adult	\$ 7.00	\$ 8.00	Ticket
B. Children*	2.00	2.00	Ticket
C. Visiting Students with I.D.	2.00	2.00	Ticket
D. Adult	50.00	55.00	Season
E. Children*	20.00	20.00	Season
3. Wrestling			
A. Adult	\$ 7.00	\$ 7.00	Ticket
B. Children*	2.00	2.00	Ticket
C. Visiting Students with I.D.	2.00	2.00	Ticket

*12 Age and under

NOTE: University employees presenting their I.D. card at the event are admitted free of charge.

The NCAA permits Institutions to provide (4) Comps to each student athlete per contest. This is a University option.

**SUMMER CAMPS AND CONFERENCES FEES
FY15**

	Independent Camp Conducted by Full-Time <u>WLU Employee</u>	Independent Camp Conducted by Non <u>WLU Employee</u>
Room – Double*	\$15.00/Day	\$15.00/Day
- Single*	20.00/Day	20.00/Day
*Plus \$2.00 if Bonar or Curtis		
Board – Stay on Campus	\$23.45/Day	\$23.45/Day
-Stay off Campus		
(1) Breakfast	\$6.35/Occur.	\$6.35/Occur.
(2) Lunch	7.85/Occur.	7.85/Occur.
(3) Dinner	9.25/Occur.	9.25/Occur.
Van Rental*	\$.50/Mile plus \$15.00/Hr.	\$.50/Mile plus \$15.00/Hr.
*Requires qualified University driver		
Pool Rental*	\$80.00/2 Hours	\$80.00/2 Hours
*Requires qualified lifeguard		
Facilities:		
- Football Field	\$100.00/Day	\$200.00/Day
- Soccer Field	\$100.00/Day	\$200.00/Day
- ASRC BB Court	75.00/Day	150.00/Day
- Blatnik BB Court	50.00/Day	100.00/Day
- Blatnik Wrestling	25.00/Day	50.00/Day
- Band Areas	50.00/Day	100.00/Day
- Baseball Field	100.00/Day	200.00/Day
- Softball Field	100.00/Day	200.00/Day
- Tennis Courts	50.00/Day	100.00/Day
- College Hall	50.00/Day	100.00/Day
- Kelly Theatre	50.00/Day	100.00/Day
- Classroom	25.00/Hour ⁽¹⁾	25.00/Hour ⁽²⁾
	(1) Not to exceed \$100/Day	
	(2) Not to exceed \$150/Day	

The President of the University may waive facility fees for high school events when it is deemed to be in the best interest of the University's Admissions Department.

Paint Lining of Band Area or Athletic Area	\$100.00/Occur.	\$100.00/Occur.
Special Event	Cost	Cost Plus 10%