

**West Liberty State College  
Board of Governors**

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**Minutes**

**April 22, 2009**

**Attendance:**

Beverly Burke, Richard Carter, Roseanna Keller, John Larch, Paul Limbert, Larry Miller, Shane Stack, Mike Turrentine, Jim Stultz

**Unable to Attend:**

Lynne Exley, Brian Joseph, Mike Stolarczyk

**Administration/Faculty/Staff:**

Reid Amos, Robin Capehart, J. D. Carpenter, Scott Cook, John Davis, Mary Ann Edwards, John Gompers, Pat Henry, Susan Herrick, Jeff Knierim, Donna Lukich, John McCullough, Tammi Secrist, Phil Stahl, Brian Warmuth, Jim Watson, Jack Wright

**1. Call to Order:**

In the absence of Ms. Exley, Mr. Larch called the meeting to order at 5:05 p.m.

**2. Chairperson Comments:**

Mr. Larch noted an agenda change and introduced Dr. McCullough for this item. Dr. McCullough read a Resolution into the minutes honoring Mr. Lawrence Miller, Superintendent of Ohio County Schools. The Resolution is as follows:

**RESOLUTION HONORING LAWRENCE M. MILLER**

*WHEREAS, Lawrence M. Miller has demonstrated exceptional dedication to West Liberty State College, serving as a member to the Board of Governors from July 2001 through June 2009;*

*WHEREAS, Lawrence M. Miller is an enthusiastic advocate of West Liberty State College, giving freely of his time, energy, and dedication to the West Liberty State College Board of Governors;*

*WHEREAS, Lawrence M. Miller holds the College, the Board, and himself accountable to high standards of quality, integrity, and loyalty;*

*WHEREAS, Lawrence M. Miller supports the vision for West Liberty State College as a model of educational excellence;*

*WHEREAS, Lawrence M. Miller and the Ohio County Board of Education support the Professional Development School (PDS) collaboration with West Liberty State College through its 13 schools in the Ohio County school system;*

*THEREFORE, BE IT RESOLVED THAT the West Liberty State College Board of Governors extends sincere appreciation to Lawrence M. Miller for his exemplary service to the Board and the College;*

*FURTHER, BE IT RESOLVED THAT this resolution be inscribed upon the minutes of this Board and that a copy be delivered to Lawrence M. Miller.*

Robin C. Capehart, President  
West Liberty State College

*Adopted by the West Liberty State College Board of Governors on this 22<sup>nd</sup> day of April 2009*

Mr. Miller stated that it has been a privilege to be a part of an organization such as West Liberty State College, and now University. He has been in the Ohio County School system for 40 years and it has been an outstanding system. The Collaboration with the Department of Education at West Liberty has been fantastic, along with the 13 member schools included in the Collaboration. After his years in the school system, Mr. Miller stated that it is still something he learns from every day.

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

Mr. Larch asked for a motion to approve the minutes of the full Board of February 11, 2009, and the Executive Committee minutes of February 4, 2009.

Full Board  
02/11/09

Executive Committee  
02/04/09

**A motion to approve the minutes of the full Board of February 11, 2009, and the Executive Committee minutes of February 4, 2009 was then made by Larry Miller and seconded by Jim Stultz; motion passed unanimously.**

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

Mr. Larch asked if there were any questions or comments on the reports contained in the Board packet. With no questions or comments received Mr. Larch asked for a motion to approve these reports.

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

**5. Ethics Policy\*:**

Mr. Davis stated that the Board will recall that at the February 11<sup>th</sup> meeting it was resolved to distribute for 30-day comment the revisions to the existing Ethics Policy. The policy has been out for 30 days and we received only two comments. Mr. Davis met with the Board of Governors Executive Committee a week ago and explained these comments, which have been addressed in the draft. The Executive Committee voted to recommend full passage of the policy as revised.

**A motion was then made by the West Liberty State College Board of Governors to adopt the revision to Policy 48, "Ethics" by Jim Stultz and seconded by Beverly Burke; motion passed unanimously.**

Mr. Turrentine asked what the comments received involved, to which Mr. Davis replied that one was from the HEPC. Their legal counsel, Bruce Walker, noted that numbers were transposed from the code site. The other comment was from Mr. Warmuth, who recommended that language be inserted in the Ethics Policy encouraging and reminding employees that they are protected under the benefit of the Whistle Blower Act.

**6. Informational Item:**

Mr. Davis stated that this is simply an informational item. Last week at the Executive Committee meeting he presented seven (7) revised policies; policies revised each in a way that did not materially affect the policy meaning. Policy 23 states that those sorts of changes do not require full Board consideration, just the Executive Committee. The Executive Committee voted to adopt these revisions. Again this information is simply for the benefit of the full Board. Mr. Larch asked if there were any questions.

**7. Program Reviews\*:**

Mr. Stultz stated that in the Board packet there is program review information for a required process to be conducted for a five-year reviews of academic programs. The programs included in this review are the B.S. in Clinical Laboratory Science, B.S. in Criminal Justice, B.S. in Exercise Physiology, B.S./B.A. in Interdisciplinary Studies, and the Regents' Bachelor of Arts. There also includes a follow-up program review of the B.S./B.A. in Social Sciences. Time was spent reviewing those programs in depth with various recommendations made and adhered to and additional follow-up in several cases. The bottom line brought back to that this group is full approval of these programs and the review process be granted by the Board of Governors.

**A motion was then made by the West Liberty State College Board of Governors to approve the program review recommendations for the B.S. in Clinical Laboratory Science, B.S./B.A. in Interdisciplinary Studies, and Regents' Bachelor of Arts for continuation of the program at the current level of activity; the B.S. in Criminal Justice, B.S. in Exercise Physiology, and B.S./B.A. in Social Sciences (follow-up report) for continuation at the current level of activity with corrective action with a required follow-up in 2009-10 by Jim Stultz and seconded by Richard Carter; motion passed unanimously.**

#### **8. Low-Productivity Program Exemption\*:**

Mr. Stultz stated that the Oversight Committee looked at West Liberty's B.S. in Chemistry and B.A./B.S. in Mathematics, along with other similar programs. The reality is, unfortunately, few students nationwide enroll in these degree granting programs. There is a concern because of low enrollment that these programs may not be meeting requirements as far as student participation. They are critical to the good order of the College, a vital part of what we are and what we need to be, and are critical to other academic programs in the Sciences and other areas. These areas also are critical to the secondary education programs in Chemistry and Math. Mr. Stultz noted that there are excellent faculty members in this area educating our students. Of the seven graduates from the Chemistry program in the spring, three have been accepted into doctoral programs. It's obviously an outstanding and established program. The Committee's sense is to continue these programs; they are important for us as we move to University status and to have academically in these specialty areas. The Committee brings a recommendation to the Board of Governors to continue these programs.

**A motion was then made that the West Liberty State College Board of Governors approve the retention and continuation of the B.S. in Chemistry and the B.A./B.S. in Mathematics programs as part of the College's degree offerings by Roseanna Keller and seconded by Beverly Burke; motion passed unanimously.**

Mr. Turrentine asked if we have any strategies or ideas how we might increase enrollment in those areas. There's no question they are good programs, but have there been any discussions or ideas? Dr. Lukich stated that over the past few years we have been making efforts to increase participation in Chemistry. Efforts have been made to create specialties, or tracks, instead of a pure Chemistry degree. Environmental Science was added to the Biology/Chemistry track. There has been an increase in enrollment in Chemistry with double majors in Biology and Chemistry. Another issue discussed, and this information came to us from the HEPC, is that we did not have an accurate reporting process to Charleston regarding the number of graduates in the Chemistry area. If a student had a double major, the first of which listed being Biology and the second being Chemistry, Charleston only received the first major. We have corrected the problem and are going to go back to retrieve and correct the information. The Math area is more difficult to recruit students. West Liberty has an average of five students in the program, graduating one student every year or two. We do struggle to continue to recruit these students but we are sure our numbers will grow.

#### **9. Renaming Academic Schools\*:**

Dr. Lukich stated that the members have information on an action item in their Board packets requesting that the names of the four schools be changed. The new names would be the College of Business, College of Education, College of Liberal Arts, and College of Sciences. These changes would be in keeping with the change of College to University here at West Liberty.

**A motion was then made that the West Liberty State College Board of Governors approve the name change of the four major academic units from School to College, effective May 3, 2009 by Mike Turrentine and seconded by Richard Carter; motion passed unanimously.**

#### **10. Establishment of School of Professional Studies\*:**

Mr. Turrentine stated that he has been in contact with various faculty members and Faculty Senate representatives with regard to the position in the School of Professional Studies. Faculty members are curious as to the position that was established in this School. They are concerned since they were hoping the information would be presented to Faculty Senate and who should be involved in seeing that this information is provided. Mr. Turrentine stated that he contacted Dr. Lukich and Dr. McCullough, met with them to discuss this position, and was assured the position would be addressed at today's meeting. President Capehart then addressed the Board.

President Capehart stated that when we were working through the Strategic Plan, doing the layout, we talked in terms of establishing a School of Professional Studies. This is not an academic school and by all intents and purposes, the Dean is not an academic dean. There will be no set of programs for any specific discipline underneath him or her. The School of Professional Studies will be divided into four centers. One center will be a Center for Leadership and Ethics to provide in-house training to various businesses and organizations. The second will be a Center for Continuing Education providing most types of continuing education classes for certain professionals. The third will be a Center for Professional Development providing certificate programs, not baccalaureate programs. These will be six to nine month programs of particular areas that can be provided to the community. The fourth is a Center for Entrepreneurial and Internships providing students with internships and those types of experiences.

This is more of an administrative body than a School and quite frankly, we are following a model that was adopted and in place by the University of Virginia. They have a School of Professional Studies and this model will provide West Liberty the opportunity to fulfill one of the directives of the State Higher Education Master Plan by providing non-traditional, non-baccalaureate based education by using our faculty and resources we have available. At The Highlands Center we will hire a Dean and this Dean will sit on the Deans Counsel. Dr. Lukich stated that this is a wonderful opportunity to use all of the talented faculty we have to provide for this type of education.

Mr. Larch asked if there were any questions. Having none he asked for a motion on this item.

**A motion was then made that the West Liberty State College Board of Governors approve the establishment of the School of Professional Studies, effective July 1, 2009 by Richard Carter and seconded by Shane Stack; motion passed unanimously.**

#### **11. Non-Classified Positions\*:**

President Capehart stated that the first position is being established as a non-classified critical position for the School of Professional Studies West Liberty just established.

**A motion was then made that the West Liberty State College Board of Governors approve the creation of a non-classified critical position titled "Dean, School of Professional Studies" by Shane Stack and seconded by Roseanna Keller; motion passed unanimously.**

Mr. Warmuth addressed the second non-classified position request, which is to establish the position of "Web Communications Manager" in the Office of Communications. This position ends up being a wash with the position that we recently had vacated which was also non-classified and we will not be filling the position, the position of Sr. Technology Analyst. This position would fall under the direct supervision of the Executive Director of Communications, Reid Amos. Mr. Amos stated that the person/position we had been carrying prior to this did not capture all of the elements of the position. The position has grown to Web Communications Manager and has a broad task to cover such a position.

**A motion was then made that the West Liberty State College Board of Governors approve the creation of a non-classified position titled "Web Communications Manager" by Paul Limbert and seconded by Roseanna Keller; motion passed unanimously.**

#### **12. Approval of FY 2010 Budget/Tuition and Fees\*:**

Mr. Larch stated that as a member of the Finance Committee, countless hours of work have been done to get to the information for tonight's meeting. Mr. Wright will review the information with the Board and ask for approval of the Fiscal Year 2010 budget.

Mr. Wright stated that he will run through the information quickly but if you have any questions, please stop him. At this time we don't know what our state appropriations will be until the first or second week of June. Tuition and fees are to be submitted to Charleston by tomorrow. If there are major changes of any kind in the appropriation or the details we will come back to the Finance Committee in June.

Mr. Wright then proceeded to review the budget information with the Board. Ms. Keller asked with regard to the Physician Assistant program; when do we anticipate the program actually having students and offerings? Dr. McCullough stated we hope to be up and running in January, 2011. The accreditation team will be coming in June of 2010 and we have a lot of work to do; at this point we have no Program Director. People are asking about this program and the schools that do have such a program have a wait list. We are taking a very ambitious course to get the accreditation process started by hiring a Program Director by the end of June.

Mr. Wright continued through the budget information. Mr. Turrentine stated that the figure on late registration which was shared with him yesterday was around \$60,000. Mr. Wright stated that two months before registration is due there are signs posted on every door way, but students don't take advantage of the early registration process. These signs are visible to everyone. The same goes for graduation signs that are everywhere and yet we will have substantial late graduation fees.

Mr. Wright stated that the only thing that could disturb the budget is what the State tells us our appropriation will be in June. The Chancellor gave us a 5% decrease estimate to base our budget on at this time. Hopefully it won't change appreciatively and will be all right with what we have here. Mr. Wright then asked if there were any questions.

**A motion was then made that the West Liberty State College Board of Governors sets the FY 10 (academic year 2009-10) in-state tuition rates at 6.6% greater than FY 09, Metro Rates at 6.1%, out-of-state tuition rates at 8.5% greater than FY 09, capital fee at 5.0% greater than FY 09, double-room rates at 5.0% greater than FY 09, and board rates at 5.9% greater than FY 09. Further, all lab fees except Natural Science are repealed, Roadways and Walkways Fee is repealed, new Student Parking Permit and Cable and Internet Fees are accepted and the submission of the Fiscal Year 2010 budget by Shane Stack and seconded by Richard Carter; motion passed unanimously.**

### **13. Honorary Degree\*:**

Per WLSC Policy 238, "Guidelines for Honorary Degrees and Recognition," the Honorary Degrees and Recognition Committee met to review the nomination of David R. Tyson, to receive an honorary degree of Doctor of Humane Letters (DHL) from West Liberty University. Mr. Tyson has been invited to be the featured speaker at the May 2009, commencement. The Board is asked to approve this nomination.

**A motion was then made that in affirmation of the recommendation of the Honorary Degrees and Recognition Committee and the President of the University, the West Liberty University Board of Governors authorizes the conferral of an honorary Doctor of Humane Letters (DHL) degree from West Liberty University at the May 2009 commencement to David R. Tyson by Roseanna Keller and seconded by Beverly Burke; motion passed unanimously.**

### **14. Establish Office of Communications\*:**

President Capehart stated that on February 11, 2009 he outlined a new organization in regard to the Office of Communications. Operations were in different areas and it was important to get more consistent and cohesive information to the campus community under an Office of Communications. President Capehart had also made this presentation at a campus report luncheon, consisting of Board members, faculty, classified staff, and student representation about this office. It was at the February 11<sup>th</sup> meeting that Chair Exley welcomed Reid Amos as the Executive Director of the Office of Communications.

It was brought to the President's attention that Policy 4 requires Board of Governor consideration of this change. The President then asked that Mr. Davis speak to the matter at this time. Mr. Davis stated that President Capehart discussed the plan to do this reorganization with Dr. McCullough, Mr. Wright, and himself and also per policy, that being Board of Governors Policy 4, notified the HEPC of the reorganization. In speaking with Mr. Bruce Walker, General Counsel for the HEPC, he had no issue with the steps President Capehart took in this matter.

John Gompers stated that under Policy 4, after notification occurred at this point, application now to have a motion approving the change and if said change is approved, written notification should be sent to the Chancellor that the Board of Governors did approve this change.

**A motion was then made that the West Liberty State College Board of Governors approve the establishment of the "Office of Communications" by Richard Carter and seconded by Shane Stack; motion passed unanimously.**

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

President Capehart started by asking Mr. Turrentine if he would like to make an announcement. Mr. Turrentine stated that this evening between 5:30 p.m. to 7:30 p.m. there will be an art exhibit opening in the Nutting Gallery in the Hall of Fine Arts. This is the senior art student's exhibit and the students would be very excited if the Board would take the opportunity to stop by the gallery. It would mean a lot to the students.

President Capehart then took the opportunity to congratulate Beverly Burke, Mike Turrentine, and Shane Stack on their reelection as Board of Governor representatives and Student Government President.

We had a very productive year and look forward to a more productive year next year. Enrollment applications and acceptance letters are ahead from this time last year, with pre-registration up 5%, which is a good indication that we are starting to get better retention. West Liberty's retention is still one of the best in the state. Scott Cook had a group at John Marshall High School for an on-site registration day; last year there were 28 students registered, this year there were 54. Since our budget is based on a 2.5% to 3.0% increase, we should be able to meet our target. There has been a significant increase in the number of our proven students with high GPA's and SAT scores as demonstrated by the number of Elbin Scholars being awarded. There were 25 Elbin Scholars last year; we currently have 65 for next year. This should bode well for retention and is a great reflection on Scott Cook and Brenda King for their hard work.

Legislation has been passed that will apply to members of the Board. Under the new legislation all board of governor members will be required to undertake training within so many days of their appointment. If you are already sitting on or have been reappointed to a board we are still waiting on direction for these cases.

With regard to personnel issues, we still have two dean's positions that are open; the College of Business and the College of Education. An offer will be coming soon on one. An offer was made in the first round of interviews for the College of Education but not accepted. Good candidates have been identified in the second round for the College of Education and we are hopeful to move quickly for this position. Dr. Lukich stated that there are 13 faculty positions open at this time.

Work at The Highlands is still on schedule. The shell of the building will be completed by May 1<sup>st</sup> with the \$800,000 funding provided by the Legislature. The remainder of the build-out will be completed by August 1<sup>st</sup> with classes beginning on August 15<sup>th</sup>. We are on schedule and Mr. Wright checks on the progress daily.

President Capehart has received questions on the Warwood center and its future. While speaking at the Warwood Lions Club a few weeks ago, Mrs. Delbrugge, a member of the Lions Club, spoke up and informed the president that she had been in negotiation to buy the Warwood center for use as a community center. This looks like it might be an option for the building. Our first option is to sell the building; the second being to transfer the building to another State agency.

On Monday, April 28<sup>th</sup> in this room at noon is the kick off for University Week. A card was distributed to each of the members with some of the event information. There are many more activities not listed and it should be an exciting week. Come to campus that day if you can for the unveiling of the new logo. There will be t-shirts with the new logo given away at the student pep rally on Wednesday. Following the rally there will be new merchandise available with the new logo.

The Athletics Department is to be commended for winning the WVIAC Community Engagement Award in conjunction with the Marine Corp Band that was here on campus. The Athletic Department helped work through the logistics of the concert with over 1,000 people in attendance. Many of those in attendance had never been on campus before. The concert was a tribute to local veterans.

President Capehart asked if anyone had any questions.

**16. Adjournment:**

The meeting adjourned at 6:10 p.m.

Lynne Exley \_\_\_\_\_  
Chair

Mike Stolarczyk \_\_\_\_\_  
Secretary