

**WEST LIBERTY STATE COLLEGE
BOARD OF GOVERNORS**

**April 25, 2007
5:30 p.m.
Warwood Center**

AGENDA

1. Call to OrderMr. Moore
2. Swearing In of New Board Members*5 Min.....Mr. Moore
3. Approval of Minutes*
 - Full Board 02/07/075 Min.....Mr. Moore
 - 02/09/07
 - 03/29/07
 - Executive Committee 01/16/07
 - 03/09/07
4. President's Report10 Min..... Dr. McCullough
5. HEPC and Legislative Update (www.hepc.wvnet.edu)5 Min..... Dr. McCullough
6. Follow-Up Commentary to Warwood Center Tour10 Min..... Mr. Turner
7. Academic Affairs.....5 Min.....Dr. Lukich
8. Enrollment Update10 Min..... Dr. Carpenter
9. Development Update10 Min.....Mr. Cottle
10. Budget and Finance*10 Min.....Mr. Turani
Mr. Henry
11. Master's Degree Intent to Plan Update5 Min..... Dr. Lukich
12. Academic Program Review Approvals*15 Min.....Dr. Lukich
13. WLSC Faculty Policies Approval*5 Min..... Dr. Lukich
14. I-70 Science Center Subcommittee Update15 Min.....Dr. Lukich
Dr. Cook
Dr. Joseph
15. Educational Access Channel10 Min..... Mr. Lee
Ms. Miller
Ms. Gretchen
16. Update from Ad Hoc Committee on Proposed SGA10 Min..... Dr. Carpenter
Alcohol Policy Ms. Jean Bailey
Elizabeth Reinhardt
Calli Ryan
17. Adjournment

*Action Items

Minutes
WEST LIBERTY STATE COLLEGE
BOARD OF GOVERNORS
Wednesday, February 7, 2007

ATTENDANCE:

Board Members: Mary Blair, Clyde Campbell, Al de Jaager, Lynne Exley, Dan Greathouse, Dan Joseph, Roseanna Keller,

Larry Miller, Will Turani, Aaron Wilkinson

Unable to Attend: John Moore, Bernie Twigg

Administration/Faculty/Staff: J. D. Carpenter, Matthew Cottle, John L. Davis, Pete Fernbaugh, Patrick Henry, Donna Lukich,

John McCullough, Barb Neuman, Jim Watson, Ron Witt, Mallory Clegg, Nancy

Quigley, Rhonda

Tysk, Andy Cook, Jim Compston, Bev Burke, Tammi Secrist, Bo McConnaughy, Kay Monseau, Barb Neuman

1. **Call to Order:**

Mr. Turani called the meeting to order at 5:38 p.m. and asked if there were any changes or corrections to the minutes.

2. **Approval of Minutes*:**

Full Board

12/11/06

Executive Committee

12/04/06

ACTION ITEM I:

A motion to approve the minutes of the full Board of December 11, 2006, with a wording change to page seven, and the Executive Committee of December 4, 2006 was then made by Larry Miller and seconded by Lynne Exley; motion passed unanimously.

3. **President's Report:**

Dr. McCullough had several items to update and others with new information. Although he would try not to steal anyone's thunder, he did want to emphasize some of these updates. The Enrollment Management Planning retreat was held the day after our last Board meeting with campus-wide participation. The revised document received broad based participation in the revisions and update, which J. D. Carpenter will talk about later in the meeting. This document is the center piece of WLSC's enrollment efforts, and we believe it has been instrumental in terms of the enrollment progress. Dr. McCullough thanked all those who attended the planning retreat, the first of which was held a year ago. This was another productive event for the campus.

We are happy to report that the January 2007 enrollment is up approximately 4% over a year ago. The benchmark for the spring semester was at least 2,000 students, and we are currently at approximately 2,050. Dr. McCullough again credited the Enrollment Management Plan and the entire campus for their efforts. This type of very positive trend line is a line we like to see taking place. Part of this trend is also attributed to the Foundation Board who three weeks ago approved ongoing funding for the Presidential and Foundation Scholars programs. This support provided a key part of that stimulus and additional support on an ongoing basis. \$40,000 was provided this year with the hope to increase to \$100,000 over the next three years in the anticipation this will be maintained on an ongoing basis to fund those important programs. This support enables us to attract the quality student, provides us a more even playing field with Ohio and Pennsylvania schools and private institutions, and more competitive with out-of-state scholarship drives. This is a very positive effort, and we appreciate the stance of the Foundation in supporting an initiative that has already produced for us and continues to produce positively for the College. These are important efforts.

An update was given at the last Board meeting on the university status, and since that time Dr. McCullough has met with Chancellor Noland and his staff, along with Vice Chancellor Bruce Flack, head of Academic Affairs. There is an excellent opportunity that by the fall semester 2008-09, less than two years, approximately 18 months, WLSC could commence with university status. This would not just be the status, but doors that it will open, and work is already being done with the preplanning marketing and promotion. We are working on putting forth all of the positive attributes that are a part of university status. The percentage of terminal degree holders, possible new research dollars and the marketing that would come with the university status and the positively promotion attributes of that could greatly benefit enrollment and our future stand-alone master's degree. Revenue flow from this and other efforts could be extended to graduate area work needs. It's difficult to find any negatives with university status. A lot of work is yet to be

done to make this a reality, but it's an excellent opportunity to be a reality within the next 18 months to two years. Evidence as a precursor to the university status will be presented later in the meeting when Dr. Lukich will discuss WLSC's first-ever attempt to plan for a stand-alone master's program. This will be a Master's Degree in Education, and Dr. Lukich will address details later in the meeting. There were other ideas for this first master's program, but the HEPC thought that with West Liberty's history in education and continuous accreditation with NCATE, this should be our first program. This will be the first of additional graduate programs in future years and will need to be self sustaining.

Also, per policy, we are to inform the Board of faculty members requesting sabbatical leave. We currently have two faculty members requesting sabbatical leave next year, those being John Matviko, Associate Professor of Communications, and Shirley Misselwitz, Associate Professor of Nursing. These will be one-semester leaves, and all of their courses will be covered internally so there is no additional cost to the college. Per policy, each will be pursuing a combination of professional research and writing to benefit WLSC.

Ron Witt will be discussing some recent positive alumni networking events in the past months, along with other outreach programs at WLSC. The Alumni Association is extending the role of "ambassador to West Liberty" to new people; part of the WLSC family who may not have been engaged in activities in years. Again, Ron will address those two very nice events.

West Liberty State College has a solid and stable foundation on which to operate thanks to the faculty and staff. As the presidential selection process draws to a conclusion and on behalf of the College, Dr. McCullough thanked the Board Chair, the entire Board, and the selection committee on their hard work on this effort. This process has been both time consuming and laborious, but the outcome can be of benefit to WLSC. The Board operates on a completely voluntary basis, so we thank the Board for their diligence and participation in this process. We also thank all of our staff involved; Mary Ann Edwards for coordinating events with the consultants, handling records and documentation, and Tammi Secrist for her good work in working with the consultants and principals in this process.

4. **HEPC and Legislative Update (www.hepc.wvnet.edu):**

Dr. McCullough was in Charleston Friday for the HEPC meeting and spoke with Chancellor Noland and others. As Dr. McCullough has stated previously, the new Chancellor brings forth a new energy, emotional and physical countenance, and intelligence that will benefit the State and WLSC. Dr. Noland is very supportive of all West Virginia institutions of public education, and he is a refreshing voice, and a friend of the College and public higher education. Although he is just getting started in this area and is younger, he represents a solid voice for West Virginia higher education, and we hope he will be a part of this for a long time to come.

In regard to the Governor's budget, while the statement was made this was the best budget proposal in the past 15 years; it does not match what was presented by the HEPC and the Chancellor. It is more conservative and less beneficial to the campus, especially in terms of operating dollars and dollars for pay raises. We will know in the next month what that budget will be. WLSC has achieved priority status in Charleston for the \$3 million Main Hall HVAC project, and it is believed we are number six or seven on the priority list for a possible statewide bond. However, it is doubtful if the statewide bond will be approved. The Board will be kept informed of state budget issues at the next meeting, with final figures on that budget.

5. **Academic Affairs:**

Dr. Lukich stated that the HLC/NCA Coordinating Committee will meet to review criterion three data this week.

The Music Program has received a routine extension for the accreditation visit by NASM. This time will allow for a stronger report to be submitted.

Al de Jaager, representing the Department of Arts and Communication, has submitted a proposal for WLSC to host the Governor's School for the Arts in 2008-10. In the past, we have hosted this event. It attracts high quality students from across the state and gives us an excellent opportunity to try to recruit them to our campus.

A task force is currently being assembled to develop a proposal for WLSC to host the Governor's Honors Academy in 2008-10.

We have identified our first stand-alone master's degree program. Given our strong history in teacher education and our continuous accreditation with NCATE, it is recommended that we begin with a degree in Education – Master's of Arts in Education. This must be done approximately 18 months before the degree is intended to be offered. Our offering of a master's degree is part of the criteria to achieve university status.

There are currently nine open faculty positions for FY 2007-08, those being two in Math, three in Education (the Chair, Special Education, and a generalist), one in Political Science, one in Humanities, one in Financial Systems, and one in CIS. Dr. McCullough stated that although nine sounds like a lot, with many of the

current instructors falling into the baby boomer era, there have been and will be many retirements in the next few years and we will lose quality faculty members. Within an eight-year time frame, we will probably have lost almost two-thirds of our existing faculty members. The transition of new faculty members has been smooth, and we have a wonderful meshing of faculty on this campus.

One unexpected resignation occurred at the start of the semester. Yohannas Hailu resigned to accept a research faculty position at Michigan State University. Serkan Coma has been hired for the remainder of the semester. He will be completing his doctoral work this spring/summer.

A partial listing of community service activities which are provided by faculty, staff, and students is presented tonight to address a concern received about the "lack of engagement" of our College with its community. It was reported that members of our Boards: Governors, Foundation, and Alumni expressed this concern. In order for this body to have the most up-to-date information, this listing was compiled. We are disappointed that more of these activities fail to be published in the local newspaper. Dr. McCullough stated that this list does not come close to representing all of what WLSC does in terms of outreach to the greater Wheeling area and tri-state area. Although everything is not newsworthy and is not intended to be newsworthy, this was a concern communicated to us by the Board. WLSC's outreach is very impressive and what our faculty, staff, and students do on this campus is extended for the positive welfare of this College. Mr. Turani stated that this is a great list and should be distributed to the parties who question our role in the community.

Lynne Exley asked for an explanation of the Board's role in the accreditation process, or do they have one. Dr. Lukich stated that there is an occasion on the agenda when they will want to meet with the Board members. A meeting will be set-up at some point that we hope will be most convenient for the Board members.

Dr. Joseph asked if we are on schedule with the accreditation process, is there a target date for completing the writing, and when the entire process needs to be completed. Dr. Lukich stated that the process is moving along nicely. Faculty member groups are submitting their information to write the documents and the beginning chapters have been initiated by the writer. She will work through the chapters to make sure we have the necessary information. The target date for completing the writing is June or early July for a rough draft for comments, and the document needs to be completed by September.

6. **Enrollment Update:**

Dr. Carpenter distributed a copy of the 2007 Enrollment Management Plan, which is the second version of the first plan undertaken by WLSC. This is similar to what was done last year and represents the input and observations of faculty, staff, administration, students, and a broad spectrum of campus constituencies. Lynne Exley was able to attend the meeting and it was a very productive day. West Liberty saw a really good effort on this plan last year, and are anticipating a lot of effort with the 2007 plan. Much of the background information in this document is the same, but we need to sit down once a year and remind ourselves how this process works and what groups are trying to do. The big difference this year is a listing halfway through the document that shows what was accomplished last year under the plan, followed up by what we intend to do for the 2007 year. This document is relatively hot off the press. It came back from the proofers yesterday and will be ready for campus-wide distribution by tomorrow or Friday. Many thanks were given to all of the folks that had input in this year's plan. Dr. Carpenter, in agreement with Dr. McCullough, thought that with this document guiding our efforts it had a tremendous impact on what has been accomplished at WLSC.

The other item Dr. Carpenter distributed was the green book, *West Liberty State College, The First 125 Years*. This book is very interesting reading and helpful for those on campus giving tours since it gives the rich heritage of WLSC.

Current enrollment for the Spring 2007 semester is around 2,050. We are still waiting on a few course lists to come in and will have a final number within the next week. This is about a 3.7% increase over the spring semester of last year. Residence halls are at about a 6% increase from last year. Retention of our first year class, which started at 480 in the fall, the largest first year class in many years, appears to be the highest since as far back as 2002, retaining about 87.5% of that class. We were at 82% five years ago, so we have made a significant increase in our first year class retention.

A pledge from the Foundation to assist in the implementation of the Presidential Scholar Program adds a tremendous sense of gratitude. Dr. Campbell, Ms. Exley, and Mr. Cottle have no idea the ability this is going to give us over the course of the next year to attract good quality students WLSC. There are currently 130 people in our application pool who meet the Elbin, Presidential, or Foundation Scholar requirements. 35 of those qualify as Elbin Scholars. We want to be able to offer those students as much of a financial package as we possibly can. Elbin Scholars are required to have a 27 or higher on the ACT and a 3.75 GPA or higher. At one time we had so few Elbin Scholars that we thought about terminating the program. This is a record setting number for this group. Last year there were 24 or 25 Elbin Scholars, the year before that 18.

Dr. Campbell asked how we balance out high school GPA's when some high schools go as high as a 4.7 GPA, where others have a 4.0 GPA. Is there any kind of leveling governor here? Rhonda Tysk stated that

the GPA's are recalculated on a 4.0 scale for scholarship purposes. Dr. Campbell stated that his point is that a student with a 3.75 GPA on a 4.7 scale; their grades are still not good. Ms. Tysk stated again that we calculate on a 4.0 scale.

The admissions staff is currently working feverishly to turn applicants into students. With the many applicants received, it's a neat place to be.

Roseanna Keller asked how many actual incoming students we had. I could not hear what Ms. Keller was saying.

Mr. Miller asked what portion in this number are College at the Park students. Dr. Carpenter stated there are 50 students from the Wheeling Park campus. These 50 students are counted in the semester headcount. Mr. Turani stated that it's important to look at the in-state, out-of-state ratio. The out-of-state the year before was 2,971 to 3,169. There has been a large increase in out-of-state students with an effective 2% shift moving toward out-of-state.

Aaron Wilkinson stated that we had an 87.5% retention rate for the first year students from the fall, but what is the retention rate for the remainder of the students? Dr. Carpenter did not yet have this information. Mr. Wilkinson asked if we can look at how many we are down from the fall and compare how many students we are losing. Dr. Carpenter stated that no reports are published with spring enrollment and this number is guarded by other institutions very closely. Mr. Wilkinson then asked if we do exit interviews with students and ascertain why they are not here. Dr. Carpenter stated that the students who withdraw have an exit interview and the main reason for withdrawing is financial hardship. Some students complete the semester and do no re-enroll for the spring.

Roseanna Keller turned the discussion again to the students taking college level courses in the high schools off campus and how they are reflected in the headcount. Again, I could not hear what Ms. Keller was saying. Dr. Carpenter explained the FTE breakdown on students and how it works. You do not receive a true budget picture if a student is taking more than 12 hours. FTE figures keep the field level state-wide.

Mr. Wilkinson stated that a student taking 12 hours pays a flat rate, and a student taking more than 12 hours or up to 18 hours also pays a flat rate. Anything less than 12 hours is paid at a per hour rate. With the 50 students at Wheeling Park not paying as much as a regular student, how do you calculate them in the headcount? Do we accommodate people taking three or six hours through the Warwood Center differently? A brief discussion followed on hours and the effect on budget numbers.

Dr. Carpenter stated we are making progress with the dual credit program in Marshall County. We have been invited back to their location and have sent them copies of syllabi to review.

With respect to the fall 2007 semester, not including College at the Park students, applications accepted for fall 2007 are up 5.3% over last year. Please keep in mind that this makes us up 20% over two years ago. Applications received for 2007 are up 4.5% over last year and represents a 23% increase over two years ago. The first benchmarks are in and look okay at this point much to the tremendous hard work of our admissions staff and the campus.

7. **Alumni Association Update:**

Ron Witt began the Alumni Association update by stating that this was his tenth year in the capacity as Director of the Alumni Association. The Association has had unprecedented growth, due to the efforts of many people, including the efforts of the people at this meeting, and members of our other boards, who serve as ambassadors of WLSC. A detailed presentation followed on the background of the Alumni Association and their various involvements. At the conclusion of the presentation Mr. Witt thanked all those involved for their support of the Alumni Association.

Lynne Exley asked what is cost to stay at Liberty Oaks Bed & Breakfast, and do you have to be an alum to stay at the B&B. Mr. Witt stated that you do not have to be an alum and that Liberty Oaks is open to the public. Information is available on the web site. Most recently a couple from Long Island, NY inquired about staying at Liberty Oaks as a stopover point on their way to Texas. The cost ranges from \$89 to \$129 per night, depending on the number of guests. There is a discount for alumni, but this price also includes a full breakfast. The ADR is running around \$99 a night, which is comparable to the Hampton Inn, but again, we have breakfast and all the comforts of home.

Some recent events held by the Alumni Association were a reception at the last basketball game between WLSC and Wheeling Jesuit, and most recent was a networking breakfast last Saturday in Wheeling, one of the most positive events we have had in recent memory. Mr. Witt stated that he should have had a camcorder of the people in attendance speaking about their positive experiences at WLSC. You can't buy those types of positive words and expressions of people talking about how their experiences at WLSC carried over into their lives. There were 45 people in attendance at this event and we would like to have a similar event every quarter in outlying and metro areas, as well as extended marketing areas.

8. **Budget and Finance:**

Mr. Henry directed the Board to their finance packet and the net assets for the December 31 statement. Cash equivalents are up due to the HEPC loan we have received for the Fine Arts building roof. Non cash equivalents are down to \$1.5 million where it had been \$4.2 million. This is bond money that is being spent on projects. On the next page the revenues are up from \$17 million to \$18 million. This also includes the \$500,000 grant from the HEPC and tuition and fees and income are up. On the operating expense side, we are up by \$1 million at the close of projects we had, and scholarships and fellowships were up due to financial aid related items. The bottom line, income lost last year was \$8,735 vs. \$8,762 million; very close to the same time last year.

On the cash flow breakdown of how dollars are spent in the middle of the page, the cash flow from capital financing activities you will see the \$500,000 for the Fine Arts roof. The overall financial statement for the second quarter is good and solid.

On the budget for FY '07 as of January 30 you will see we are halfway through the semester on a conservative budget based on 4,300 FTE with 75% in-state and 25% out-of-state. The adjusted revenues were originally \$26 million and are currently \$28 million, having spent \$25 million. The expenses and revenues fall in line where they should be. Under the expenditures, personnel is at 44%, fringe benefits at 52%, and others at 53%, which also includes the Fine Arts roof and \$30,000 to Dr. Carpenter's area for scholarships. This gives us a \$1,036,000 increase. Covenant (A) is at 110% compliant and actual at 221%. We are in compliance on all covenants and perceive no problems in this area.

The draft budget for FY '08 to begin July 1st still has a few grey areas where to date we do not have final numbers. We will have solid numbers to present to the Board for approval at the April meeting after the HEPC comes down with final state budget numbers. We are projecting a 5.9% increase in tuition and fees and room and board, and state funding is to be a 5% increase in budgets, but this has not been confirmed in Charleston. We have built in various new proposals and staff requests, along with the metro rate worse case scenario of \$338,000. If we get 50 additional students with the metro fee this will be a wash and give us a better looking budget. We are still waiting for the legislature to finish and have a budget to look at for the April meeting. We are currently showing a negative budget but we have not finished and still have many variables.

The projected increase for tuition and fees for in-state is \$113 and \$280 for out-of-state. Room and board for double occupancy is \$64 per person and the meal plan is \$61. The specialty fee is an increase in the graduation fee to \$100 since we are losing money on commencement activities.

With regard to campus projects, the Beta Hall proposal has come in \$1 million higher than anticipated. With the ADA money built up and a housing reserve set-up four years ago at \$100,000 a year, we can use these monies to get Beta on-line for the fall 2008 semester.

Projects coming up are the Curtis Hall project where the new sewage line will run behind Curtis Hall and across and down the hill to connect to the new sewage system in town. This will connect behind Bonar Hall and then we will repave. We have been holding off on some of the campus paving because of this project. Another project is the marquis in front of the Library, Shaw Hall, and Student Union to list events on campus so students and visitors are better informed. These projects will eat into the \$1 million and other reserves. The budget to do these projects is conservative and is part of deferred maintenance.

The performance audit and interviewing of the staff of the Business Office has been conducted and approved. Mr. Costanzo should have the results of the audit in the very near future. These results will be distributed to the audit committee when completed.

Mr. Wilkinson noted that in the enrollment management packet there is a breakdown of tuition increase over the years. Is it possible to get a copy of what increases other colleges have had since 1998? Dr. Carpenter stated that he couldn't go back quite that far, but this information was in last year's enrollment management plan.

Mr. Henry stated that other state institution increases have notoriously been greater than ours over the years. WLSC's increases have been conservative in nature and are normally just about the lowest in the state for four-year institutions. A brief discussion followed on tuition increases over the past years. If funding is not going to be strong from the state appropriations, we will have tuition and fee increases. If we had stronger appropriations it would allow us to offset the tuition increase.

Ms. Keller again, could not hear.

Mr. Wilkinson asked if there is a report that could be put together that shows figures on how much other colleges have raised tuition and fees from 1998 to now. Mr. Henry stated that financial statements are available for other schools and he can pull some information from these, but it depends on how their line items are broken down. He can get contact information for these schools from the HEPC to see what their

increases were, but the other schools do not have to cooperate and give us this information. Dr. Carpenter stated he may also have some contacts for this information.

Mr. Turani stated that the Finance Committee reviews this information and the statements look tremendous compared to years past and kudos to Mr. Henry and everybody here on this fact. A tremendous job has been done on the statements and this year's budget looks good. Next year always starts in the negative and numbers have to be massaged until they look good. Mr. Turani has stated before that when it comes to a budget you either have it or you don't. Enrollment numbers are important, whether traditional or non-traditional, in-state or out-of-state. Mr. Turani assured that the finance committee suitably grills Mr. Henry about the budget and financial statement. He encouraged others to share in the fun of the Finance Committee meetings.

Dr. Joseph asked if it were possible to include line item numbers for each budget listing so you can see immediately which line is being reviewed. Without them, by the time you find what is being discussed we have moved on to the next item. Mr. Henry stated that these can be included in the next breakdown.

9. **Master's Degree Intent to Plan*:**

The School of Education is proposing to establish a new Master's Degree in Education. An "Intent to Plan" document must be submitted to the West Virginia Higher Education Policy Commission six months prior to submission of the formal proposal. This program represents a stand-alone Master's Degree in Education. The Curriculum Committee has given their approval of the "Intent to Plan" document. We are very optimistic about the program, and Dr. Beth Musser, Dean of the School of Education, and her staff have been working intently on developing the program. We anticipate no additional faculty members will be needed in the immediate future. If additional faculty are required at a later date, funding for such positions would come primarily from this Master's program revenue. The Board of Governors is asked to approve the dissemination of this document to the HEPC.

ACTION ITEM II:

A motion to approve the submission to the Director of Academic Affairs of the West Virginia Higher Education Policy Commission the Intent to Plan for the Master's Degree in Education was made by Dan Greathouse and seconded by Dan Joseph; motion passed unanimously.

10. **WLSC Policies*:**

At the August 30, 2006 meeting, the Board of Governors approved the dissemination of the listed policies. No comments were received by the close of the 30-day comment period. Therefore, the Board of Governors is asked to approve these policies as listed.

Faculty Policies:

- **Policy No. 201: Evaluation of Academic Unit Head**
- **Policy No. 202: Selection of Chairperson and Dean**
- **Policy No. 206: Faculty Meetings**
- **Policy No. 207: Definition of Voting Faculty**
- **Policy No. 209: Joint Appointments**
- **Policy No. 210: Teaching Loads**
- **Policy No. 212: Faculty Employment Period**
- **Policy No. 214: Faculty Evaluation**
- **Policy No. 215R: Student Evaluation of Faculty**
- **Policy No. 216: Tenure and Promotion**
- **Policy No. 217: Criteria for Faculty Rank and Promotion**
- **Policy No. 218: Required Attendance**
- **Policy No. 219: Class Schedules**
- **Policy No. 220: Faculty Office Hours**
- **Policy No. 221: Grade Appeal Procedure**
- **Policy No. 223: Sabbatical Leave**
- **Policy No. 224: Leave of Absence**
- **Policy No. 225: Termination of Position Because of Reduction or Discontinuance of Program**
- **Policy No. 226: Petitions in Classrooms**
- **Policy No. 229: Class Admission and Attendance**
- **Policy No. 231: Examinations**
- **Policy No. 232: Reporting Grades**
- **Policy No. 241: Work Not Covered under BOD Contract**
- **Policy No. 242: Work for Other Institutions**
- **Policy No. 244: Financial Exigency Committee**
- **Policy No. 245: Institutional Salary Policy Full-Time Faculty**
- **Policy No. 247: Syllabus Policy**
- **Policy No. 248: Adjunct Faculty**

Al de Jaeger noted various cosmetic editorial changes needing made on policy nos. 218, 221, and 223, and content changes on policy nos. 201, 216, 217, 229, and 247. The cosmetic changes will be made to those policies, but the policies with content changes will need to go back out for comment and approval by the Board. A brief discussion followed on the content changes, although the changes mentioned have been in effect for many years. It was also noted again that no comments were received during the 30-day comment period.

The question was asked whether the Board would move to pull the policies needing content changes and move to go on with the approval of the remainder of the policies.

ACTION ITEM III:

A motion to approve Policy Nos. 202, 206, 207, 209, 210, 212, 214, 215R, 218-221, 223-226, 229, 231, 232, 242, 244, 245, and 248 with cosmetic amendments to Nos. 218, 221, and 223 was then made by Roseanna Keller and seconded by Lynne Exley; motion passed unanimously.

11. I-70 Project Update:

Dr. Cook thanked for the Board for this time on the agenda for an important update on the I-70 project. It is important that WLSC reach out to the Northern Panhandle and tri-state area with regard to science and math, but in other endeavors as well. There are three types of people, and those are people who make things happen, people who watch things happen, and people who wonder what happened. We believe in making things happen.

The new plan is to scale back the science center project to a \$5/6 million project based on conversation with consultant Paul Richard, who had initially said this was doable and gave all the reasons why we could. The committee wants to back this up with benchmarks, data, and proof to give to the Board for approval. In a recent conversation, although initially supported, the study analysis was of the opinion that the sustainability of a large facility was always going to be questionable. Dr. Cook has been on the road with Matthew Cottle talking with individuals about this project, and all feel it would be more financially prudent to start small and expand if needed. This would permit WLSC to operate and build a facility at the Highlands to relocate the SMART Center and gain an increase in space. It would also remedy the access problem for disabled students to the 3rd floor at the Warwood Center. This is always a problem for events held at the Warwood Center, and we have actually had people carried to the 3rd floor. At the Highlands we can meet the ADA guidelines. Not meeting these guidelines has also prevented WLSC from applying for grant money because we are not in compliance on the 3rd floor. The Highlands would be a more conducive environment for teachers and children. Events held at the Warwood Center, depending on the time of year, are not, especially with 90% humidity on the 3rd floor even with air conditioners in the summer. WLSC would be more competitive in obtaining federal and private grants in a building that is ADA compliant. Conversations held with Dr. Paine and positive conversations held with the Governor's office could allow us to become a center at the Highlands, particularly with the kit based science program. There is money to be gained in federal support. There would also be space for graduate classes for WLSC to offer courses for the program being put together in Education. We would also be given the opportunity to continue to entertain WVU, Marshall, and other institutions that are offering graduate programs through WLSC.

This is the conclusion of Dr. Cook's update for the evening. It is a considerable step-back, but is doable in this area. Dr. McCullough added that this is a return to what was the original premise at the Highlands; a science and math education facility serving children and teachers of the Northern Panhandle. The benefits are very strong for a facility such as this. We have taken off the table what was a large tourism attraction. Some of those ideas could still take place, but the focus is on the original idea, which was science and math education. The Warwood center would still hold classes for the Regents Program and Accelerated Business Program. Graduate night classes could still be held there but concerns with the Warwood Center and ADA related problems continue to exist. WLSC could go to the proverbial next level with external funding and no operating dollars would be used. \$5+ million is realistic; the \$25 to \$45 million was not realistic. Matthew Cottle has much more accurate and updated information. There is an expandability component to it if called for, and over a period of time if financially sustained, an increase in space. This would be a real strength and next level approach in math/science education. Ohio County School Superintendent Miller noted many of our primary schools, elementary schools, and middle schools of the Upper Ohio Valley do not have wet labs to serve those school children and teachers. This market could be well defined and is already defined. We have grossly outgrown not just the physical facility at the Warwood Center, but of obtainment of dollars where we are now.

We have been encouraged to submit another \$100,000 grant proposal to Congressman Mollohan. This proposal was completed over Christmas and submitted to the congressman's staff. The Congressman's office urged WLSC to continue this grant because of their interest and interest at the federal level for this type of program and facility. They would not have made this statement if they were no longer interested. We believe there is an increased interest because of the reality of the \$5/6 million price tag.

Mr. Joseph commended the committee on their work. This project has been talked about and it is amazing how much better that it is beginning to look. He noted that a lot of soul searching and homework had to

have been done to get to this point. The direction has changed, but we are now in the neighborhood of where we want to be in the Valley.

Dr. Lukich stated that what we are asking tonight is the opportunity to continue to plan for this facility as described this evening. With the project scaled back, the business plan has changed but is close to completion. We are asking to continue to plan this facility.

Mr. Wilkinson asked for clarification that the Highlands is not taking the place of the Warwood Center. It was stated that the Warwood Center would still be used for weekend and accelerated classes. The information distributed on the Warwood Center is an update and assessment by Jeff Turner on the condition of the Warwood Center.

Dr. Campbell stated that this information makes him nervous. Is it any coincidence that the renovations needed at the Warwood Center are almost equal in cost to the construction at the Highlands? Also, what happened to the \$100,000 received for the I-70 Project? Dr. Lukich stated that this money was used for the rendering done by WTW Architects which were presented some time ago to the Board. This is not money from the College budget, but grant money received for the purpose of preliminary work on this project. Congressman Mollohan's office is satisfied with the information we have received so far from that grant. We received a good plan for a good science center. We have received the final draft of the business plan from Paul Richard, but there wasn't time to look it over to present to the Board this evening. We knew there was a strong possibility of not being able to sustain a \$40 million investment and facility with staff. With the reduction in cost, we will show you a very sustainable and functional smart center and graduate facility.

Mr. Turani stated that the executive committee of the Board requested the assessment on the Warwood Center at their last meeting, and this is the first time they have seen the information. The Board shares the same concerns as Mr. Wilkinson. The Board has not decided what to do with Warwood and have not decided on anything on this project. These are separate and distinct issues that are still relevant and we need to understand what's before us at the Warwood Center. This assessment is just one person's opinion. Mr. Turner tried to be thorough on this breakdown and it is not a stance of operations at this time. Mr. Greathouse asked if what we are doing tonight would infringe on the new president and what they would like to do. Mr. Turani stated that without question the new president would have a perspective on this.

Ms. Keller asked if it would be too much to ask to have a business plan at the April Board meeting, or when do you think we could have a business plan to bring to the Board? Dr. Cook stated that using what we have and the new benchmarks provided, it should be doable to have a business plan at the April Board meeting.

Mr. Wilkinson asked if this was just an update for the Board, to which it was stated that this is not an action item this evening. A brief discussion followed on the updates needed at the Warwood Center. Similar reports have been done in the past for the entire campus. Updates needed on the entire campus are approximately \$40 million. Dr. Joseph asked if it would be appropriate for this Board to have a subcommittee to this project. Mr. Turani will make the recommendation to Mr. Moore for an ad hoc committee.

12. **Presidential Search Update:**

Dr. Campbell stated that most people know where the process is at this point. To bring everyone up to date, we started at ground zero with 60 applicants which were narrowed to 10, with three invited to campus. The three invited to campus were Dan Hall, Gregory Aloia, and Robin Capehart. As most of you are aware Dan Hall withdrew his application. As of January 29, in accordance with state policy, the committee recommended Dr. Aloia and Mr. Capehart as the chief final applicants. At this time, according to state policy, the ad hoc search committee is dissolved since their work is completed at this point. The Board of Governors is now to interview the two finalists and make a recommendation to the HEPC for their approval. This is essentially where we are with the presidential search.

Ms. Blair asked if she was misunderstanding, or is the search committee permitted to come to the final interview. Dr. Campbell stated that they are invited to attend but will not be able to vote. The deliberations will be in executive session and include Board members only.

Mr. de Jaeger received a memo from Mr. Moore today that states the finalists will be interviewed in Charleston on the 12th. We will not be able to announce the new president on the 9th without Charleston's approval. Mr. Turani was not familiar with this memo and a brief discussion followed. Tammi Secrist stated that it was her understanding that the president will be announced on the 9th, pending approval from the HEPC on the 12th.

Ms. Blair stated that there was a resolution distributed to the Board from Faculty Senate with regard to the search, and she was approached by the Vice Chair of Classified Staff Council, to see if the Board would give her a few moments of time regarding the search. Mr. Turani stated that his take on the search is that we have a process established and it has been utilized. The Board received a great deal of feedback on the process, which was helpful to the Board, but he is inclined not to hear anymore tonight. The information received has been valuable and utilized to the fullest. Mr. Turani will yield to the BOG and his colleagues if

they so choose to hear more feedback tonight. If they are so inclined to hear more, if they so choose, he will yield to their decision. Mr. Greathouse agreed with Mr. Turani that the Board has heard enough in this matter. Ms. Blair stated that Ms. Tysk came prepared with copies for distribution to the Board, which Mr. Turani allowed.

Mr. Wilkinson stated, as per HEPC regulations, the search committee was to give no more than three names to the Board. If two would have dropped out, what do the regulations speak to in this case? Dr. Campbell stated we would have to go back and interview more applicants and possibly start the search over.

13. **Update from Ad Hoc Committee on Proposed SGA Alcohol Policy:**

Dr. Carpenter stated that the committee has taken no further action since its report at the December Board meeting. It is the committee's understanding that Professor Jean Bailey in the School of Business Administration was asked to do some additional research and gather information to be presented to the Board. Dr. Carpenter has been in contact with Ms. Bailey and has provided her with whatever assistance she needs.

Mr. Wilkinson was under the impression that this item was made an action item at the last Board meeting. Dr. Carpenter stated that it was stated at the last meeting that we wanted more of the parent's feelings. A market study was to be put together using students as resources. This study is currently being undertaken by Jean Bailey. She will receive feedback from the various campus constituencies. Mr. Wilkinson asked what the criteria is for the study, what is the set-up, how much involvement does the ad hoc committee have in this research, how it will be conducted, who initiated the study, how it was determined who was going to do the research, when will it be presented to the Board, and when will this be an action item. Mr. Turani agreed these are all legitimate questions pertinent to this conversation. The study needs to take place and the ad hoc committee will get with the research team and disburse the information as soon as possible. Ms. Keller asked if Mr. Davis checked on the insurance for the Board members. Mr. Davis stated he has shared this information with Mr. Moore and left it at his discretion to share with the Board members.

14. **Adjournment:**

The meeting adjourned at 7:47 p.m.

John Moore _____
Chair

Lynne Exley _____
Secretary

Minutes
WEST LIBERTY STATE COLLEGE
BOARD OF GOVERNORS
Friday, February 9, 2007

ATTENDANCE:

Board Members: Mary Blair, Clyde Campbell, Al de Jaager, Lynne Exley, Dan Greathouse, Dan Joseph, Roseanna Keller, Larry Miller, John Moore, Will Turani, Bernie Twigg, and Aaron Wilkinson

Other Invited Guests: Allison Adler, Mike Bailey, Jim Frum, Jesse Gagich, John Gompers, Kay Goodwin, Barbara Neuman, and Dr. Clifford Trump

1. Call to Order:

Mr. Moore called the meeting to order at 8:00 a.m. in the Mansion Dining Room of Oglebay Resort, Wheeling, for the purpose of interviewing final candidates for the position of president.

2. Executive Session:

Pursuant to WV Code § 6-9A-4 subsection (b)(2)(A), a motion to go into executive session was made by Will Turani and seconded by Al de Jaager; motion passed.

3. Reconvene in Open Session:

A motion was made to reconvene in open session by Dan Joseph and seconded by Al de Jaager; motion passed.

4. Presidential Appointment:

The following resolution was made by Will Turani and seconded by Dan Greathouse; motion passed:

Resolved, That the Board of Governors of West Liberty State College hereby appoints Robin C. Capehart, President of West Liberty State College, effective July 1, 2007, pursuant to the conditions, provisions and terms set forth in the Letter of Appointment dated February 9, 2007, a copy of which is attached hereto, said appointment and the terms of employment being subject to confirmation by the West Virginia Higher Education Policy Commission.

5. Adjournment:

The meeting adjourned at 12:45 p.m.

John Moore, Chair

Lynne Exley, Secretary

(Submitted by Allison Adler)

February 9, 2007

Mr. Robin Capehart
51 Brentwood Avenue
Wheeling, WV 26003

Dear Mr. Capehart:

On behalf of the West Liberty State College Board of Governors, I am pleased to provide you with this letter of appointment as President of West Liberty State College. The terms and conditions are as follows:

1. Effective July 1, 2007, your annual state-funded salary will be \$148,000.
2. Your health and life insurance is provided through the West Virginia Public Employees Insurance Agency (PEIA), and you are eligible to participate in the retirement plan(s) available to employees of the West Virginia Higher Education Policy Commission.
3. You are authorized to incur travel, hospitality, and other reasonable expenses as necessary in the performance of your duties, for which you may be reimbursed by your institution in accordance with prevailing laws and regulations.
4. You are responsible to the West Liberty State College Board of Governors, or its successor, and you report to the Board through the Chair.
5. During the period of this contract, you are assigned a vehicle leased by the West Liberty State College Foundation for the sole use of the President of the College according to the terms established by the West Liberty State College Foundation. In addition, you have access to a state car for official use from your institution's motor pool (unlimited use subject to institutional accounting standards), air service and other means of transportation.
6. Annual leave accumulates for you at the rate of two days per month, and you are authorized to accumulate up to 48 days of annual leave.
7. Sick leave accumulates for you at the rate of 1 ½ days per month.
8. This appointment is made exclusively at the will and pleasure of the Board of Governors. Your service in this position or termination from it is at the will and pleasure of the Board, or its successor. Should you elect to resign from the position of President, the Board expects at least 30 days notice before your last day in the office.
9. Tenure and faculty rank in your academic field may be available based on West Liberty State College's policies and procedures. Submission of your credentials to the appropriate academic unit at WLSC would be required.
10. Your duties and responsibilities as President are identified in the Policy on "Presidential Appointments, Responsibilities, and Evaluation" of the West Liberty State College Board of Governors and any future changes to this rule adopted by the Board of Governors or its successor. You also are expected to comply with and enforce all federal and state laws, rules, and regulations attendant to your position as President, as well as the directive, policies, procedures and rules of the West Liberty State College Board of Governors; the directives, policies, procedures, and rules of

the West Virginia Higher Education Policy Commission; and the directives and procedures issued by the Chancellor. It is the responsibility of the Board of Governors to continually monitor and evaluate the performance of the president, and an annual review with the Board will occur prior to June 1 of each year. In addition, a formal external evaluation will be conducted every fourth year.

11. You are required to comply with the West Virginia Ethics Act at all times during your service as President, taking careful regard for provisions of the Act regarding conflicts of interest and use of public office for personal gain.
12. You are entitled to accept salary supplements from foundations and/or to receive remuneration for serving on the board of directors of any public or private corporate or associational body, provided that such service does not interfere with your primary job responsibilities or violate provisions of the Ethics Act and that the total compensation each year does not exceed thirty percent of your annual state-funded salary. Any funds accepted from foundations, corporations, or other organizations must be reported annually to the Board of Governors and the Chancellor.
13. As a condition of your employment and for the convenience of your employer, you and your family are required to live in West Liberty's president's residence, with the understanding that the home will be used for official functions. West Liberty State College will be responsible for expenses associated with the president's residence, including maintenance, utilities, taxes, insurance, domestic help, and decoration, consistent with guidelines established by the Board.
14. Your appointment as President of West Liberty State College is subject to confirmation by the West Virginia Higher Education Policy Commission. Further, the terms of this letter of appointment and the terms of your total compensation package as set forth in this letter are subject to approval by the West Virginia Higher Education Policy Commission.

Your signature below will signify acceptance of this offer of appointment as President of West Liberty State College.

Cordially,



John Moore
Chair, WLSC Board of Governors

Accepting the offer of appointment:



Robin C. Capchart



WEST LIBERTY STATE COLLEGE

WEST LIBERTY, WEST VIRGINIA 26074

BOARD OF GOVERNORS

John W. Moore, Jr., Chairman

February 9, 2007

NOTE: This is an updated contract with a change to No. 12 as directed by Bruce Walker, Legal Counsel with the HEPC.

Mr. Robin Capehart
51 Brentwood Avenue
Wheeling, WV 26003

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3. You are authorized to incur travel, hospitality, and other reasonable expenses as necessary in the performance of your duties, for which you may be reimbursed by your institution in accordance with prevailing laws and regulations.
4. You are responsible to the West Liberty State College Board of Governors, or its successor, and you report to the Board through the Chair.
5. During the period of this contract, you are assigned a vehicle leased by the West Liberty State College Foundation for the sole use of the President of the College according to the terms established by the West Liberty State College Foundation. In addition, you have access to a state car for official use from your institution's motor pool (unlimited use subject to institutional accounting standards), air service and other means of transportation.
6. Annual leave accumulates for you at the rate of two days per month, and you are authorized to accumulate up to 48 days of annual leave.
7. Sick leave accumulates for you at the rate of 1 ½ days per month.
8. This appointment is made exclusively at the will and pleasure of the Board of Governors. Your service in this position or termination from it is at the will and pleasure of the Board, or its successor. Should you elect to resign from the position of President, the Board expects at least 30 days notice before your last day in the office.
9. Tenure and faculty rank in your academic field may be available based on West Liberty State College's policies and procedures. Submission of your credentials to the appropriate academic unit at WLSC would be required.
10. Your duties and responsibilities as President are identified in the Policy on "Presidential Appointments, Responsibilities, and Evaluation" of the West Liberty State College Board of Governors and any future changes to this rule adopted by the Board of Governors or its successor. You also are expected to comply with and enforce all federal and state laws, rules, and regulations attendant to your position as President, as well as the directive, policies, procedures and rules of the West Liberty State College Board of Governors; the directives, policies, procedures, and rules of the West Virginia Higher Education Policy Commission; and the directives and procedures issued by the Chancellor. It is the responsibility of the Board of Governors to continually monitor and evaluate the performance of the president, and an annual review with the Board will occur prior to June 1 of each year. In addition, a formal external evaluation will be conducted every fourth year.

11. You are required to comply with the West Virginia Ethics Act at all times during your service as President, taking careful regard for provisions of the Act regarding conflicts of interest and use of public office for personal gain.
12. You are entitled to accept salary supplements from foundations and/or to receive remuneration for serving on the board of directors of any public or private corporate or associational body, provided that such service does not interfere with your primary job responsibilities or violate provisions of the Ethics Act and that the total compensation each year does not exceed thirty percent of your annual state-funded salary. Any salary supplement must receive the prior approval of the Higher Education Policy Commission and be reported to the Policy Commission prior to that approval in both amount and source. Any funds accepted from foundations, corporations, or other organizations must be reported annually to the Board of Governors and the Chancellor.
13. As a condition of your employment and for the convenience of your employer, you and your family are required to live in West Liberty's president's residence, with the understanding that the home will be used for official functions. West Liberty State College will be responsible for expenses associated with the president's residence, including maintenance, utilities, taxes, insurance, domestic help, and decoration, consistent with guidelines established by the Board.
14. Your appointment as President of West Liberty State College is subject to confirmation by the West Virginia Higher Education Policy Commission. Further, the terms of this letter of appointment and the terms of your total compensation package as set forth in this letter are subject to approval by the West Virginia Higher Education Policy Commission.

Your signature below will signify acceptance of this officer of appointment as President of West Liberty State College.

Cordially,

John Moore
Chair, WLSC Board of Governors

Accepting the office of appointment:

Robin C. Capehart

**WEST LIBERTY STATE COLLEGE
BOARD OF GOVERNORS
Thursday, March 29, 2007**

ATTENDANCE:

Board Members: Clyde Campbell, Al de Jaager, Lynne Exley, Dan Greathouse, John Moore, Will Turani, Bernie Twigg, Aaron Wilkinson

Unable to Attend: Mary Blair, Dan Joseph, Roseanna Keller, Larry Miller

Administration/Faculty/Staff: John McCullough, Pat Henry

1. **Call to Order:**

Mr. Moore called the meeting to order at 8:02 a.m.

2. **Approval of FY 2008 Tuition and Fees*:**

Mr. Wilkinson asked why the students will now be charged \$35 per semester for roads, walkways and parking, but the employee parking was not raised from \$50 per year? Dr. McCullough stated that it was his decision not to raise the employee parking. At one time employees did not pay for parking, which has increased in most recent years. Students not on campus second semester due to graduation or other matters would only pay a total of \$35, verses \$50 total this current year.

Dr. McCullough emphasized that there would be no increase in most of the special fees for students and that the overall 5.9% increase in general tuition/fees could be among the lowest for West Virginia public four-year institutions.

ACTION ITEM I:

The motion to accept the Fiscal Year 2008 tuition and fees was made by Bernie Twigg and seconded by Clyde Campbell; motion passed unanimously.

3. **Adjournment:**

The meeting adjourned at 8:10 a.m.

John Moore _____
Chair

Lynne Exley _____
Secretary

**West Liberty State College Board of Governors
Executive Committee
WesBanco Conference Room, Wheeling, WV
January 16, 2007**

Executive Committee Members: John Moore, Will Turani, Bernie Twigg

WLSC Administrators: John McCullough

Legal Counsel: John Gompers

1. Mr. Moore called the meeting to order at 3:45 p.m.
2. Bernie Twigg requested, and the Executive Committee concurred, that Professor Jean Bailey's Marketing students undertake a research project to survey appropriate parties – especially parents – regarding the SGA's proposed alcohol policy for Beta Hall. The survey findings will be presented at the April BOG meeting.
3. Enrollment will exceed the 2,000 mark for second semester, representing about a 3% increase over a year ago. Residence hall occupancy will be approximately 8% - 9% ahead of second semester 2005-06.
4. Approximately thirty existing policies – no new policies – will be on the agenda for Board approval. There are no substantive changes to the policies, and no public comments were received during the 30-day period.
5. Although the budget will not be finalized until the conclusion of the Legislative session, the College will make every attempt to provide a 2 1/2% salary increase. However, the increase, if any, will be dependent on the finalized budget.
6. Governor Manchin's legislative proposals appear to be similar to those of the HEPC. The Governor is requesting a somewhat smaller budget for higher education, however.
7. The College is developing an "Intent to Plan" for our first-ever stand-alone Master's degree program. This is an important element in the plan to achieve university status. The proposed degree will be in Teacher Education.
8. The I-70 Science Center Task Force is recommending a return to the original \$4 million "expansion" of the SMART Center to The Highlands area. This will be a much more feasible approach than what was developed by the consultants. Our business plan consultant has not fulfilled his responsibilities to develop a finished document.
9. The HEPC has notified us that they will not be able to meet on February 9 to confirm the presidential appointment. They will be able to meet during the following week.
10. The meeting adjourned at approximately 5:10 p.m.

John Moore _____
Chairman

Lynne Exley _____
Secretary

**West Liberty State College Board of Governors
Executive Committee
WesBanco Conference Room, Wheeling, WV
March 9, 2007**

Executive Committee Members: John Moore, Will Turani, Lynne Exley, Bernie Twigg

WLSC Administrators: John McCullough

Legal Counsel: John Gompers

1. Mr. Moore called the meeting to order at 7:30 a.m.
2. Applications for admission are slightly ahead of a year ago. We are on a pace to admit a record number of Elbin Scholars.
3. An update on the I-70 Science Center was presented by Dan Joseph. An I-70 Science Center Subcommittee was appointed consisting of Clyde Campbell, Dan Joseph (Chair), Roseanna Keller, Larry Miller, Will Turani, and Bernie Twigg. The Subcommittee will further investigate the potential establishment of a Science Center at The Highlands.
4. Jeff Turner's report regarding the Warwood Center was reviewed, along with data relating to students currently attending classes at the Warwood Center.
5. The April 25 meeting of the BOG will be held at the Warwood Center, and Jeff Turner will conduct a tour of the facility for Board members at 4:45 p.m., preceding the official meeting at 5:30 p.m.
6. The proposed FY '08 tuition and fees were reviewed, and an additional review will be made by the Finance Committee. A special meeting of the BOG will be held via conference call in order to formally approve the FY '08 tuition/fees prior to the April 9 deadline for submission to the HEPC. There are no substantive changes in the tuition/fees from the listing previously presented by Pat Henry.
7. A preliminary FY '08 budget was reviewed. The proposed budget is balanced, although the final figures will not be available until the special session of Legislature is completed.
8. Possible nominees for the BOG were discussed. Replacements will be needed for Dan Joseph and Will Turani, whose terms expired in June of 2006. Six names will be submitted for consideration by Governor Manchin. Additional names will be submitted for Roseanna Keller and John Moore, whose terms will expire in June of 2007.
9. Five faculty policies – with only minor revisions – will be on the April 25 agenda as action items. These are the policies that were removed from the prior listing of faculty policies which were approved at the February 7 meeting of the BOG.
10. The results of the survey (regarding the proposed student alcohol policy) conducted by Prof. Jean Bailey's Marketing class will be presented at the April 25 meeting of the BOG.
11. An inquiry regarding the selective harvesting of cherry trees on the College's acreage east of the campus was discussed. The West Virginia Department of Forestry will be asked to provide information/data relative to the inquiry.
12. Appointment of new BOG officers for the next year/term will be made at the June 13 meeting.
13. The meeting adjourned at approximately 10:30 a.m.

John Moore _____
Chairman

Lynne Exley _____
Secretary

WV Institutionally-Related Foundations

(excluding WVU Marshall)

Data From HEPC Financial Reports

<u>Institution</u>	<u>Contributions</u>			<u>Fundraising & Admin. Costs</u>			<u>Total Assets</u>		
	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>
Bluefield State College	231,450	221,576	200,189	13,195	19,827	18,195	7,596,919	7,854,440	7,954,991
Concord University	1,421,883	2,117,410	3,495,908	332,538	343,431	388,697	18,117,861	20,739,202	24,206,762
Fairmont State University	1,227,262	721,429	1,284,427	141,487	123,735	161,681	9,289,939	9,388,264	10,142,227
Glenville State College	713,874	1,264,892	802,943	294,037	237,302	303,354	5,045,579	5,805,083	5,706,511
Shepherd University	2,358,705	632,932	884,176	262,202	311,656	353,905	19,278,887	20,385,194	20,363,785
WLSC	1,966,855	1,701,359	1,141,645	341,236	208,771	189,763	9,551,165	10,807,707	11,254,022
WV State University	715,503	812,687	1,137,951	194,372	196,183	244,480	4,120,867	4,420,993	4,908,648
TOTAL ALL	<u>8,635,532</u>	<u>7,472,285</u>	<u>8,947,239</u>						
WLSC % of Total	22.8%	22.8%	12.8%						

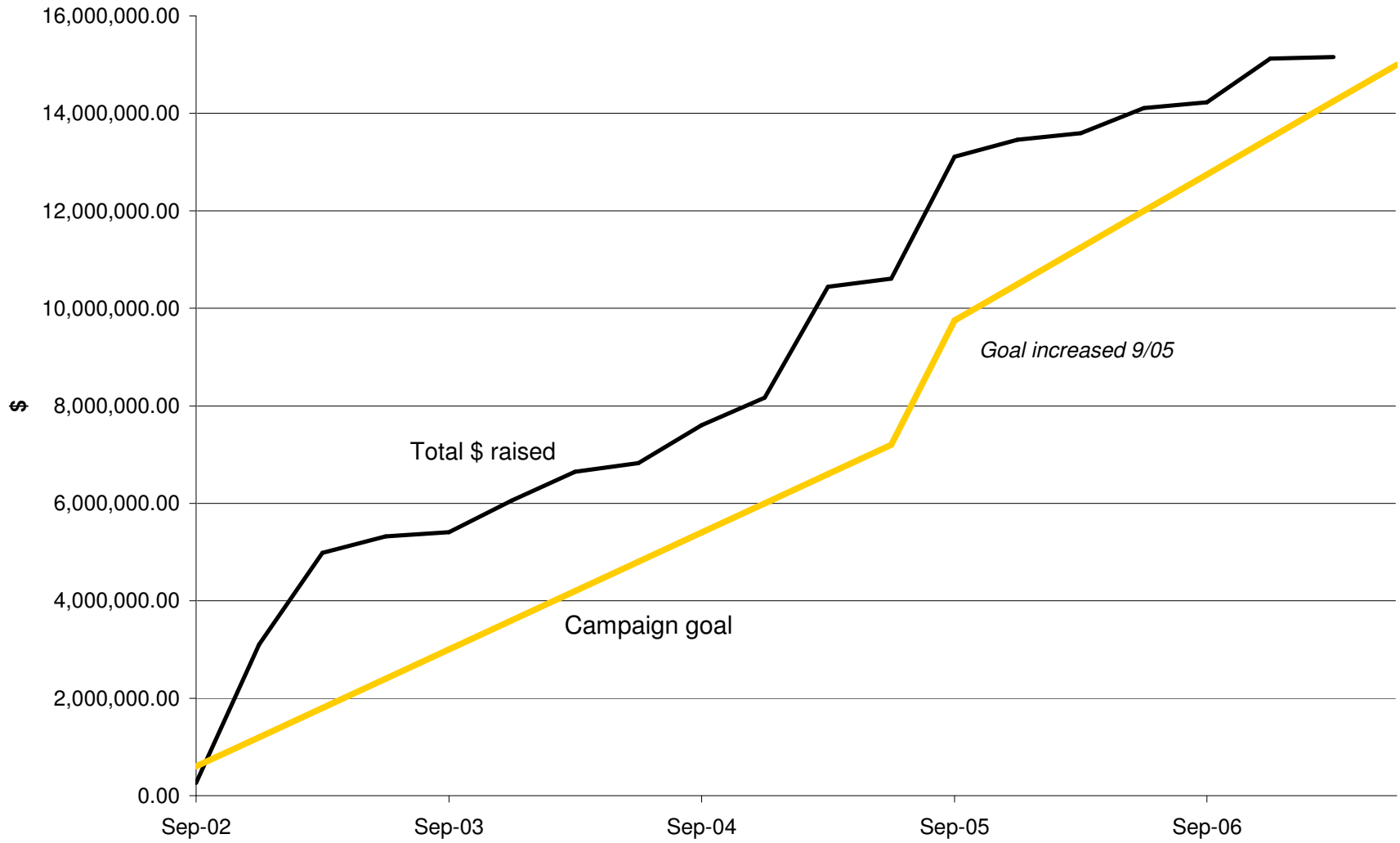
West Liberty State College
Office of Development

As of 4/17/2007

	FY2004	FY2005	FY2006	<i>FY2007 projected</i>	FY2007 actual to 3/31
Individuals (incl CGAs and realized bequests)	\$1,246,969	1,032,230	432,740	875,000	\$1,352,536
Corporations	\$322,956	249,694	589,573	250,000	\$79,953
Foundations	\$291,814	330,746	229,317	50,000	\$144,121
Other organizations	\$55,367	44,908	51,810	0	\$36,650
TOTAL	\$1,917,106	\$1,657,578	\$1,303,440	\$1,175,000	\$1,613,260

Charitable gift annuities (number)	4	3	3	6	1
Nathan Shotwell Society members (living)	86	89	92	+10	94
<i>Annual Campaign for Excellence</i>					
Donations	\$65,465	64,628	77,894	91,200	\$100,349
Participation Rate	7.65%	8.19%	8.07%	9%	8.91%
First time donors	95	251	307		171
Major gift details (individuals only)					
\$10,000 to \$99,999.99	10	11	5	8	10
\$100,000 and above	2	3	0	2	1
Alumni Association membership (all types)	NA	NA	320		376

Campaign for West Liberty July 2002 - June 2007



**West Liberty State College
Budget Fiscal Year 2007
As of April 9, 2007**

	<u>Percent (%) of Budget</u>	<u>Original Budget Totals</u>	<u>Adjusted Budget Totals</u>	<u>Actual Totals</u>	<u>Variance to Budget</u>	<u>Percent Budget</u>	
Revenues:							
Tuition and Fees Less Waivers \$327,970	32.61%	10,308,895	10,425,034	10,379,479	(45,555)	99.56%	
State Government Appropriations	30.49%	8,561,489	8,561,489	8,561,489	0	100.00%	
Auxiliary Enterprise Revenues Less Waivers \$376,446	19.34%	6,462,125	7,800,000	7,861,336	61,336	100.79%	
Other Sources	<u>17.56%</u>	<u>1,045,424</u>	<u>1,634,239</u>	<u>1,795,682</u>	161,443	109.88%	HEPC Fine Arts Roof & Grants
Total Revenues	100.00%	26,377,933	28,420,762	28,597,986	177,224	100.62%	
Expenditures:							
Personal Services	38.48%	12,011,253	12,011,253	8,445,368	3,565,885	70.31%	
Fringe Benefits	10.40%	2,961,032	2,961,032	2,309,211	651,821	77.99%	
Other	<u>51.12%</u>	<u>11,382,456</u>	<u>12,412,456</u>	<u>11,358,691</u>	1,053,765	91.51%	Roof, Scholarships, Grants
Total Expenditures	100.00%	26,354,741	27,384,741	22,113,269	5,271,472	80.75%	
Net Increase/(Decrease)		<u>23,192</u>	<u>1,036,021</u>	<u>6,484,716</u>			

	Budget Assumptions:	Bond Compliance %	Covenant Balance	Cash Balance	Actual Percent	Fund #
1	Budget based on 4,300 FTE					
2	Raises 2%	110%	A 440,426	995,777	226%	8322
3	Small reserves	154%	B 96,446	272,166	282%	8342
		163%	C 190,877	829,983	435%	8653
			727,749	2,097,925		

1 **Analysis FY 08 Budgets**

2

3 Additional Revenue Sources:

4 Tuition Increase 5.9% \$ 665,425

5 *2150 Students per semester*

6 Fee Increases \$ 37,500

7 Room/Board Increase 5% \$ 225,000

8 State Funding increase 1.7% \$ 146,832 HEPC

9 Reverse one time expenses (Pres. Search) \$ 43,000

10 One Time State Money Raises \$ 177,920 HEPC

11 Total \$1,295,677

University Status Cost

12 *Adjunct \$50 per hour 26,500 Catalog 4,500

13 Development increase to 1FTE \$ 20,000 ASRC Equipment 5,000 Promotion 4,500

14 Wages – Increase 3.0% 10/1/2007 \$ 311,060 658 HR Software 23,000

15 Benefits – Increment/FICA/Retire 10/1/2007 \$ 48,073 673 Admissions 10,000

16 Promotions \$ 65,000 **New** Campus life 12,000

17 PEIA \$ - 955 *Housing Reserve 50,000

18 Retirees PEIA increase \$ 26,411 600 Fine Arts Roof 100,000

19 New Proposals \$ 226,500 Totals 226,500

20 Staff Request \$ 61,388 656 Technology Switches 38,000

21 Library 5% \$ 2,100 636 Advertising 2,450

22 BRIM \$ (18,677) 635 Personal Services 2,066

23 Sodexo 2% \$ 32,500 380 Office Supplies 200

24 Winans-Contract Extension Beta 900x11 \$ 9,900 660 Advertising 6,972

25 Utilities/Gas Natural- \$38,000/Water-\$12,000 \$ 50,000 710 Office Supplies 500

26 Accreditation \$ 18,000 900 Pest Control 200

27 Tuition Waivers \$ 41,332 720 Travel - Education 2,000

28 Metro Rate \$ 388,000 658 Travel - HR 1,000 Total 9,000

29 Total \$1,281,587 656 Electronic - Database 8,000

30 Totals 61,388

31 Variance \$ 14,090

West Liberty State College Board of Governors
April 25, 2007

PROGRAM REVIEW

B.S. in Mathematics

Action Item

The B.S. in Mathematics program is up for five-year program review approval before the West Liberty State College Board of Governors.

The Academic Affairs Committee has made institutional recommendations and the rationale for these recommendations for this program.

Proposed Resolution: *Resolved*, that the West Liberty State College Board of Governors approves the program review recommendation for the B.S. in Mathematics for continuation of the program at the current level of activity.

West Liberty State College Board of Governors
April 25, 2007

PROGRAM REVIEW

B.A. in Mathematics Education

Action Item

The B.A. in Mathematics Education program is up for five-year program review approval before the West Liberty State College Board of Governors.

The Academic Affairs Committee has made institutional recommendations and the rationale for these recommendations for this program.

Proposed Resolution: *Resolved*, that the West Liberty State College Board of Governors approves the program review recommendation for the B.A. in Mathematics Education for continuation of the program at the current level of activity.

West Liberty State College
Board of Governors Program Review
Summary Report

Academic Program/Degree: Bachelor of Science-Mathematics/Bachelor of Arts-
Secondary & Middle School Education

BOG Approval Date: April 25, 2007

Recommendation: Continuation of the program at the current level of activity

Rationale for the recommendation is based upon the following:

Strengths of the Program:

1. Addition of the Capstone Course to assess students
2. High placement rate of graduates into teaching positions and in graduate school
3. Technology enhancements provided to classrooms and math computer lab, including a shared classroom with the BIS Program
4. Excellent portfolios developed by the Secondary Education Math majors in regard to "The Teacher Work Sample" (TWS) as compared to other education majors
5. High scores on PRAXIS—professional component and most content areas

Weaknesses of the Program:

1. Low scores on PRAXIS in "Functions and Calculus"
2. Lack of a comprehensive assessment plan for students in mathematics

Recommendation: Continuation of the program with corrective action—a follow-up
assessment report in AY 2007-08

West Liberty State College Board of Governors
April 25, 2007

PROGRAM REVIEW

B.S. in Chemistry

Action Item

The B.S. in Chemistry program is up for five-year program review approval before the West Liberty State College Board of Governors.

The Academic Affairs Committee has made institutional recommendations and the rationale for these recommendations for this program.

Proposed Resolution: *Resolved*, that the West Liberty State College Board of Governors approves the program review recommendation for the B.S. in Chemistry for continuation of the program at the current level of activity.

West Liberty State College
Board of Governors Program Review
Summary Report

Academic Program: Bachelor of Science-Chemistry and Bachelor of Arts-Chemistry Education

Date: April 25, 2007

Strengths of the Program:

1. 100% of graduates are admitted to graduate school or employed upon graduation.
2. Participation in a WVINBRE grant that has provided \$510,000 thus far, excluding indirect monies. The primary benefit of this grant has been support for undergraduate student researchers. Additionally, funding has provided for enhancements to technology in Chemistry.
3. Addition of a capstone course to assess graduates
4. Availability of numerous instruments used in chemical laboratories for student use during their degree program.

Weaknesses of the Program:

1. Lack of assessment data historically.
2. Lack of computers connected to lab instruments. Presently, the equipment uses antiquated recorders.

Recommendation: Continuation of the program with corrective action—a follow-up assessment report in AY 2007-08

West Liberty State College
Board of Governors Program Review
Follow-up Assessment Reports

Date: April 25, 2007

Each of the following Academic Programs was directed to provide a follow-up assessment report as a condition of continuation of the Program:

- English
- Social Sciences
- Graphic Design
- Communication
- Psychology

Following review of these reports, It is evident that assessment methods have been incorporated into all of these programs; however, the outcomes of the assessments are not reported. Reports are largely descriptive in nature. The Campus-wide Assessment Committee is coordinating activities to strengthen assessment planning and reporting for those programs with deficiencies in this area.

Recommendation: These programs shall be required to submit follow-up reports in 2007-08.

West Liberty State College Board of Governors
April 25, 2007

**POLICIES
WEST LIBERTY STATE COLLEGE**

Action Item

At the February 7, 2007 meeting, the Board of Governors approved the dissemination of the listed policies. No comments were received by the close of the 30-day comment period; however, cosmetic editorial changes were needed. Therefore, the Board of Governors is asked to approve these policies as attached.

Proposed Resolution: *Resolved*, that the West Liberty State College Board of Governors approves the following policies:

- **No. 201 – Evaluation of Academic Unit Head**
- **No. 216 – Tenure and Promotion**
- **No. 217 – Criteria for Faculty Rank and Promotion**
- **No. 229 – Class Admission and Attendance**
- **No. 247 – Syllabus Policy**