

Minutes
WEST LIBERTY STATE COLLEGE
BOARD OF GOVERNORS
Wednesday, April 27, 2005

ATTENDANCE:

Board Members: Al de Jaager, Jim Frum, John Gompers, Mary Kosar, Andrew Lewis, Will Turani, Bernie Twigg

Unable to Attend: Dan Joseph, Roseanna Keller, Larry Miller, John Moore, Niall Paul

Administration/Faculty/Staff: John Davis, Patrick Henry, Brenda King, John McCullough, Genny McIntyre, Richard Owens, Tammi Secrist, Brian Warmuth, Jim Watson

1. **Call to Order:**
Mr. Twigg called the meeting to order at 5:30 p.m.

2. **Approval of Minutes:**

Full Board
03/16/05

Executive Committee
None

ACTION ITEM I:

Mr. Twigg asked if there were any changes to the minutes. A motion to approve the minutes of the full Board of March 16, 2005, was then made by Jim Frum and seconded by Will Turani; motion passed unanimously.

3. **President's Report:**

Dr. Owens reported that the site visit for the School of Business Administration accreditation concluded today. Dr. McCullough will give more details later in the meeting. Gayle Manchin will be the guest speaker at commencement. Highlights of the state budget are that the budget cuts netted out to 2.5%. WLSC's budget includes a 2% pool for pay raises for classified/non-classified staff and faculty. The state is imposing a hold on the implementation of any salary increases until the governor or legislators approval, which will not be until October, or possibly January. Progress is being made in terms of terminal degrees held by instructors, with the goal of WLSC being granted university status. For the Fall 2005 semester we could be approaching 60% and could reach the 67% benchmark sooner than we anticipated.

4. **Schedule of Meetings July 2005-June 2006:**

The Board of Governors was asked to review the proposed dates on the schedule for any major conflicts in order to establish firm meeting dates for the year beginning July 1, 2005. Additional meeting dates may be built into this calendar to allow for the discussion of any unforeseen issues that may require the Board's attention during the year. If this is done, one or two meetings may be cancelled in advance of the scheduled date if there is no urgent business to transact.

In an attempt to integrate accounting data, changes were suggested for three of the meeting dates.

ACTION ITEM II:

Resolved, that the West Liberty State College Board of Governors approves the meeting schedule and revisions for July 2005 through June 2006. A motion to approve the schedule was made by Jim Frum and seconded by Mary Kosar; motion passed unanimously.

5. **Finance Committee Report:**

Mr. Will Turani discussed the current FY '05 budget and recommended approval of the FY '06 budget. Mr. Turani turned the budget and fees discussion over to Mr. Henry.

Mr. Henry distributed and gave an update on the current FY '05 budget. The current budget is in line on expense line items and the covenants are in compliance.

6. **FY '06 Budget and Fees:**

Mr. Henry distributed an updated FY '06 budget breakdown showing the updated line items for the 7.9% tuition increase, the state funding reduction of 2.5% (\$211,000), and the change in funding with regard to the Foundation. Other additional line items discussed were the athletic scholarships, food service, cleaning service, and accreditation budget. Questions and a discussion followed with regard to pay raises and the breakdown for the increase in tuition.

ACTION ITEM III:

Resolved, that the West Liberty State College Board of Governors approves the draft recommendations for the Fiscal-Year 2006 budget. Be it further resolved that the Board will consider any deferred salary savings as a reserve in the FY '06 budget. Be it further resolved that the College will implement the proposed 2% pay increase pool(s) as soon as authorized by HEPC, the governor, LOCEA, or legislative action. A motion to approve the budget was made by Al de Jaeger and seconded by Jim Frum; motion passed unanimously.

7. **Transfer of Real Property:**

Presently, legal title to the property on which West Liberty State College rests is in the name of the State College System of West Virginia, the Board of Regents, and other predecessor entities. Currently, HEPC is the custodian and "owner" of the college's land and buildings. It is in the best interests of the College that all parcels be titled in the name of the WLSC Institutional Board of Governors so that the Board may, if it wishes, acquire or convey such parcels (or parts of parcels), more easily, enter into leases, etc.

Toward that end, the administration engaged the law firm Phillips, Gardill, Kaiser & Altmeyer to conduct a title search and prepare a deed of transfer.

Mr. John Davis explained the previous arrangement for title of WLSC property, including a map displaying the 283 acres of property that the college owns. The Board is asking to approve transferring title from all predecessor organizations to the Board of Governors. Dr. Owens will take this proposed resolution to the HEPC meeting in June for approval, permitting the chancellor to sign over everything to this Board. This would also include the coal deeds, most of which are under Shaw Hall.

ACTION ITEM IV:

Resolved, that the West Liberty State College Board of Governors approves the deed of transfer for all parcels to be titled in the name of the WLSC Institutional Board of Governors. A motion to amend the resolution to include the contracted Alltel property was made by John Gompers; motion to approve the transfer was made by Will Turani and seconded by Jim Frum; motion passed unanimously.

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

At the recent legislative session, WLSC was impacted only by a budget resolution after the session ended, with a net 2.5% cut to 4-year institutions, and no cuts for 2-year institutions. Main items were funding of various financial aid vehicles such as PROMISE, state grants and HEAPS. WLSC will receive just under \$1 million for capital improvements for ADA, HVAC, lighting, and site improvements. This is the first capital money WLSC has received since the ASRC project. Dr. Owens read a memo from Chancellor Mullen with regard to salary adjustments (copy attached).

9. **Academic Affairs Update:**

Faculty Senate formally approved the B.A.S. Degree previously approved by the Board. All internals were granted to file the proposal and fast track the program with the HEPC. This will be a new academic program with which to address an existing market.

Interviews continue for faculty vacancies with eight this week and two confirmations on positions that have been filled. Impressive gains have been made on faculty holding terminal degrees, with the fall 2005 semester getting closer to 60%. Eight years ago WLSC was at 38%, placing us last in the state for faculty holding terminal degrees.

The accreditation visit conducted by the AICBE for our School of Business Administration concluded this afternoon. To date we have received very positive feedback and are very

optimistic about the visit. The IACBE accreditation committee will not meet on this visit until at least late summer. The School of Business Administration did an outstanding job in preparation for this visit. Serving as the self-study committee were Elizabeth Robinson, Mike Turrentine, Carrie White, Carol Reuther, and Dave Wright. This accreditation would give us a minimum of 20/plus programs with national approval. This is quite an accomplishment considering we are conducting classes with 25% fewer full-time faculty than we had nine to ten years ago. WLSC faculty works very hard to be effective and efficient.

10. **Enrollment Update:**

Mrs. King presented pre-registration information as of 4:30 p.m. this date for the fall 2005 semester. Numbers are slightly behind this same period last year, with graduation numbers higher at this time. We are 100 students behind at this point, but will be able to make a better comparison on May 1st. Application numbers are consistent with last year, with a 42% conversion rate on our applications.

The parental brochure is being mailed to students who have applied and those we are recruiting. When an e-mail address is supplied, information is e-mailed as it becomes available. The electronic view book is near completion, which is a DVD video.

A push has been made this year to have every incoming traditional student placed in the First Year Experience courses. Now that we have data available, we believe the increase in retention is due in part to this course. Project START will continue this year, with two training sessions for mentors to be held by the end of this semester. We are developing an orientation program specific to commuters for retention purposes. A parents program is also being developed for the fall as a communications plan to use during those first few critical weeks of the semester.

The Retention Committee is working on initiatives and a comprehensive retention plan for the institution by the start of the fall semester. It was also noted that the next open house would be held May 2nd. Dr. McCullough added that personal phone calls have been made to parents and students by faculty, staff, department chairs, and deans to continue to sell the college. A discussion followed on transfer students, conversation rates, and other areas related to Student Affairs.

11. **Rules and Policies (30-day comment):**

(a) No. 23 – Non-Classified Salary Policy

(b) No. 24 – Classified Staff Salary Policy

Based on West Virginia Code and Higher Education Policy Commission rule, these policy documents must be reviewed and disseminated to constituent (faculty, staff, and student) groups for comment prior to their final adoption by the Board of Governors. The WLSC Board of Governors is asked to approve the dissemination of these documents for comment. Following a 30-day period for the receipt of comments, the Board of Governors will take final action on these policies.

Mr. Warmuth stated these documents are the result of HEPC guidelines, which were passed a number of years ago indicating institutions were to have policies that include merit for classified and non-classified employees. Presently there is not a non-classified employee policy. A classified employee policy was passed in 2001. At this time, these policies are being recommended for 30-day comment only.

ACTION ITEM V:

Resolved, that the West Liberty State College Board of Governors approves the dissemination of the *Non-Classified Salary Policy* and *Classified Staff Salary Policy* to constituent groups for comment. A motion to approve the dissemination of these policies was made by John Gompers and seconded by Jim Frum; motion passed unanimously.

12. **Rules and Policies (approval):**

Funding of Intercollegiate Athletics Policy

At the March 16, 2005 meeting, a motion was made to table this item and disseminate for another 30-day comment period. No comments were received by the close of the 30-day comment period. Also, individuals with the athletic department will attend the next board meeting to give their input, along with information on how other institutions in the system have handled this process.

Mr. Watson discussed changes to this document, along with an explanation about the policy. This policy is consistent with Procedure 19, which was passed in 1990 and WLSC has followed until two years ago. This will replace Procedure 19, which has been temporarily suspended. The Chancellor has reserved the right to come back and reinstate Procedure 19 in some form, or possibly altogether different. Articles contained in this policy are consistent with principles contained in Procedure 19. This policy gives the Board flexibility so we do not trap ourselves with restrictive language and put ourselves at a disadvantage with sister schools.

Al de Jaager asked whether the budget includes any change brought about by accepting this policy. Mr. Henry stated that the budget is compatible with this policy.

ACTION ITEM VI:

Resolved, that the West Liberty State College Board of Governors approves the *Funding of Intercollegiate Athletics Policy*. A motion to approve this policy was made by John Gompers and seconded by Andrew Lewis; motion passed unanimously.

13. **Adjournment:**

Mr. Twigg told informed the Board members that he had an envelope addressed to each of them from the parent of a student. Each board member could pick up their envelope if they so chose. The administration is handling the matter, which is not a board matter, but the document is available. This document was directed to Dr. Owens and copies to each board member.

The meeting adjourned at 6:30 p.m.

Bernie Twigg _____
Chair

John Gompers _____
Secretary

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