

**WEST LIBERTY STATE COLLEGE  
BOARD OF GOVERNORS**

**April 30, 2008**

**5:00 p.m.**

**R. Emmett Boyle Conference Center  
WLSC**

**AGENDA**

1. Call to Order .....Ms. Exley
2. Approval of Minutes\*  
    Full Board 03/21/08.....5 Min.....Ms. Exley  
    Executive Committee 01/30/08
3. Tuition and Fee Waiver Awarding Procedure\* .....5 Min..... Mr. Cook
4. Adjournment

\*Action Items

**Minutes**  
**WEST LIBERTY STATE COLLEGE**  
**BOARD OF GOVERNORS**  
**Friday, March 21, 2008**

**Executive Summary**

Attendance:

Beverly Burke, Jim Compston, Lynne Exley, Brian Joseph, John Larch, Larry Miller, John Moore, Mike Stolarczyk, Mike Turrentine

Unable to Attend:

Roseanna Keller, Bernie Twigg

Administration/Faculty/Staff:

Robin Capehart, John Davis, Pat Henry, John McCullough, Paula Tomasik, Jim Watson

1. **CALL TO ORDER:**

Chair Exley called the meeting to order at 12 noon.

2. **APPROVAL OF (2/6/2008) MINUTES\*:**

**Full Board**

02/06/08

**L. Miller, B. Joseph, PASSED**, that the listed minutes be approved by the Board of Governors as amended and as presented in full text on the BOG web site and in the WLSC Elbin Library.

3. **APPROVAL OF CONSENT AGENDA\*:**

**J. Moore, M. Stolarczyk, PASSED**, that the consent agenda for future meetings be approved by the Board of Governors as presented in full text on the BOG web site and in the WLSC Elbin Library.

4. **RECOMMENDATION FOR APPROVAL OF UNIVERSITY NAME\*:**

**B. Burke, M. Turrentine, PASSED**, that the recommendation for the university name be approved by the Board of Governors, after approval of university status by the West Virginia Higher Education Policy commission, as presented in full text on the BOG web site and in the WLSC Elbin Library.

5. **APPROVAL OF FY 2009 BUDGET\*:**

**J. Moore, M. Turrentine, PASSED**, that the Fiscal Year 2009 budget be approved by the Board of Governors as presented in full text on the BOG web site and in the WLSC Elbin Library.

6. **FOOTBALL STADIUM TURF\***

**L. Miller, J. Compston, PASSED**, that authorization of the President of West Liberty State College, in accordance with the laws of the State of West Virginia and the rules and regulations of the Higher Education Policy Commission to incur indebtedness not to exceed \$450,000 from an individual or an entity controlled by such individual for the purpose of installing artificial turf at the College's football stadium, be approved by the Board as Governors as presented in full text on the BOG web site and in the WLSC Elbin Library.

7. **CHATHAM STREET APARTMENT LEASE\***

**B. Joseph, B. Burke, PASSED**, that authorization of the President of West Liberty State College, in accordance with the laws of the State of West Virginia and the rules and regulations of the Higher Education Policy Commission to enter into a lease not to exceed two years for the apartment building known as "Chatham Street Apartments" located on Route 88 in West Liberty, West Virginia, be approved by the Board of Governors as presented in full text on the BOG web site and in the WLSC Elbin Library.

8. **THE HIGHLANDS PROJECT\***

**M. Stolarczyk, B. Joseph, PASSED**, that authorization of the President of West Liberty State College, in accordance with the laws of the State of West Virginia and the rules and regulations of the Higher Education Policy Commission to enter into a lease with the County Commission of Ohio

County or related entity for the development of a campus at that area of Ohio County commonly known as "The Highlands" and to enter into any agreements necessary to utilize or dispose of the college's current facility known as "The Warwood Center," be approved by the Board of Governors as presented in full text on the BOG web site and in the WLSC Elbin Library.

- 9. Adjournment:  
**Lynne Exley made a motion to adjourn and Beverly Burke seconded; meeting adjourned.**

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

\_\_\_\_\_  
Secretary

**Minutes**  
**WEST LIBERTY STATE COLLEGE**  
**BOARD OF GOVERNORS**  
**Friday, March 21, 2008**

Attendance:

Beverly Burke, Jim Compston, Lynne Exley, Brian Joseph, John Larch, Larry Miller, John Moore, Mike Stolarczyk, Mike Turrentine

Unable to Attend:

Roseanna Keller, Bernie Twigg

Administration/Faculty/Staff:

Robin Capehart, John Davis, Pat Henry, John McCullough, Paula Tomasik, Jim Watson

1. **CALL TO ORDER:**

Chair Exley called the meeting to order at 12 noon.

2. **APPROVAL OF (2/6/2008) MINUTES\*:**

Full Board

02/06/08

**ACTION ITEM I:**

**A motion to approve the minutes of the full Board of February 6, 2008, was made by Larry Miller seconded by Brian Joseph; motion passed as amended. Michael Turrentine should not be listed as a member of the Football Stadium Committee.**

3. **APPROVAL OF CONSENT AGENDA\*:**

**ACTION ITEM II:**

**A motion to approve the use of a consent agenda for future meetings of the West Liberty State College Board of Governors was made by John Moore and seconded by Mike Stolarczyk; motion passed unanimously.**

4. **RECOMMENDATION FOR APPROVAL OF UNIVERSITY NAME\*:**

Chair Exley asked John McCullough to give a brief history of the process involved in securing university status.

The College began exploring opportunities approximately six years ago. At that time, fewer than 50% of the faculty held terminal degrees and university status requires two-thirds. As a result of much work and the continued full support of the Board, 72% of tenured/tenure-track faculty now meet the terminal degree criteria. After approval by the Board, the process is on-going. By no later than July 2008, we expect approval from the HLC/NCA accreditation agency and the Higher Learning Policy Commission.

Chair Exley asked that Beverly Burke read a statement from the Governance Committee.

The Governance Committee of the West Liberty Board of Governors has reviewed the surveys for the name change of the institution in the event we are granted university status. Since we will only become a university once, this decision is one of historic importance to West Liberty State College, and a decision that has been given much thought and consideration.

Justification for our decision:

- Historically, our name has changed four times. First, we were known as West Liberty Academy, then West Liberty State Normal School, then West Liberty State Teachers College, then West Liberty State College – with every name change West Liberty always came first.
- The name of any institution identifies who they are and has a strong influence on the

image of that institution. Once we are granted university status, it is our hope that we will enhance our status to that of a university while maintaining our identity as West Liberty.

- And most importantly, the Committee feels it is important that we, as members of the Board of Governors, listen to the voices of our stakeholders. The over 1,000 members of the faculty, staff, students, and alumni who responded to the survey clearly show that they care about the history of West Liberty and about the future of the institution.

Therefore, for the above mentioned reasons, the Governance Committee agrees with the results of the survey and unanimously recommends that the Board of Governors adopt the name of **WEST LIBERTY UNIVERSITY** in the event we are granted university status.

### **ACTION ITEM III:**

**A motion to approve the recommendation for the university name by the West Liberty State College Board of Governors, after approval of university status by the West Virginia Higher Education Policy Commission, was then made by Beverly Burke and seconded by Mike Turrentine; motion passed unanimously.**

### **5. APPROVAL OF FY 2009 BUDGET\*:**

The budget was presented to the Board by President Capehart and Pat Henry. President Capehart expressed the need for the Board to become more involved in budget process by broadening their participation to include a better understanding of budgetary procedures along with continued oversight. Increased Board involvement with the budget was cited as an area for improvement during the College's recent accreditation team visit.

President Capehart reviewed a five-step budget process: (1) estimate revenues, (2) estimate expenses, (3) determine budget, (4) monitor budget, and (5) reallocate budget. He reviewed concerns, discussed goals, and introduced a strategic focusing initiative designed to assist with determining priorities. Reserves of \$588,805 have been set aside in preparation for an expected economic downturn in 2009 and 2010 and additional funds will be added. President Capehart stressed that the College will not repeat the chaos and confusion produced by cutbacks experienced in 2003, nor will we repeat the employee layoffs of five years ago. Our priorities are number one and two respectively, investment and enrollment both of which will increase revenue.

West Liberty is the third school in the state to achieve full funding of the Mercer scale for Classified Staff, and we will be the first four-year school (WVNCC and WVSOM are the other two schools). President Capehart commended John McCullough and Pat Henry for their efforts in achieving this goal. Beverly Burke asked if the state is considering raising the ceiling on the Mercer pay scale. No changes are anticipated any time soon, but just as they did last year, the administration will try to provide some sort of raise for classified staff who are maxed out on the Mercer Scale.

Pat Henry reviewed several handouts with the Board and discussed some of the College's largest expenditures. Some expenses discussed included increasing funding to Student Services, the computer center costs, especially increased bandwidth, resurfacing the gym floor including the racquetball courts, custodial services, dining services, maintenance of the current level of modern technology in the media arts center, and advertising/marketing expenses, especially in light of university status. Other expenditure concerns discussed include fixing the clock on the student union, general building maintenance, and increased funding for faculty development, another area cited by the HLC/NCA accreditation team as deficient.

Beverly Burke asked about the laptop expenditures and why the costs were not reflected in the budget analysis documentation. Mike Stolarczyk asked why the classified staff is so concerned about the cost of the laptop program and he suggested that perhaps more communication needs to be generated about the positive aspects of the program. Mrs. Burke explained that the last time the college had a similar large expenditure (Banner Student Information Computer System), numerous staff lost their jobs. Consequently, large expenditures in excess of \$300,000 generate realistic concerns among staff. President Capehart explained that laptop costs are not reflected in the 2009 budget projections because reallocated funds were available, and no new expenditures are realized in the 2009 budget.

**ACTION ITEM IV:**

**A motion to approve the Fiscal Year 2009 budget by the West Liberty State College Board of Governors was then made by John Moore and seconded by Mike Turrentine; motion passed unanimously.**

**6. FOOTBALL STADIUM TURF\***

**ACTION ITEM V:**

**A motion to approve the authorization of the President of West Liberty State College, in accordance with the laws of the State of West Virginia and the rules and regulations of the Higher Education Policy Commission to incur indebtedness not to exceed \$450,000 from an individual or an entity controlled by such individual for the purposes of installing artificial turf at the College's football stadium, was then made by Larry Miller and seconded by Jim Compston; motion passed unanimously.**

**7. CHATHAM STREET APARTMENT LEASE\***

**ACTION ITEM VI:**

**A motion to approve the authorization of the President of West Liberty State College, in accordance with the laws of the State of West Virginia and the rules and regulations of the Higher Education Policy Commission to enter into a lease not to exceed two years for the apartment building known as "Chatham Street Apartments" located on Route 88 in West Liberty, West Virginia, was then made by Brian Joseph and seconded Beverly Burked; motion passed unanimously.**

**8. THE HIGHLANDS PROJECT\***

The State Legislature approved \$800,000 for the Highlands project. Congressman Alan Mollohan is expected to support a \$100,000 grant for technology at The Highlands. West Liberty will be located on the second floor of the building, but will have a presence on the first floor. The WVU office currently located in the Warwood Center will relocate to The Highlands. January of 2009 is scheduled as a tentative date for completion. President Capehart thanked the Board for their support of this project and especially the following individuals who deserve special recognition: John McCullough, Larry Williams, Pat Henry, Chancellor Brian Noland, and Senators Bowman; Edgell; Kessler; Helmick; and Plymale.

**ACTION ITEM VII:**

**A motion to approve the authorization of the President of West Liberty State College, in accordance with the laws of the State of West Virginia and the rules and regulations of the Higher Education Policy Commission to enter into a lease with the County Commission of Ohio County or related entity for the development of a campus at that area of Ohio County commonly known as "The Highlands" and to enter into any agreements necessary to utilize or dispose of the college's current facility known as "The Warwood Center," was then made by Mike Stolarczyk and Brian Joseph seconded; motion passed unanimously.**

Chair Exley read the following statement:

Securing \$800,000 is cause to celebrate, and we congratulate and applaud the success of President Capehart in Charleston. The newspaper account by President Capehart on the front page on Saturday was concise and informative.

However, the importance of the Board of Governors' role in the success of this project was missing from the article, and I want to take a moment to review the Board's efforts to secure this project. In one form or another, The Highlands Project has been on the BOG agenda for many years, and our involvement has been extensive. Nevertheless, the article failed to mention the following Board contributions.

- Listened to presentations by Robert and Libby Strong, Dr. Andy Cook, and others in regard to the success of the SMART Center;
- Held board meetings at the Warwood Center to discuss its viability;
- Discussed, in a very passionate way, the value of the Warwood Center with Dr. Clyde Campbell;



## Tuition & Fee Waiver Procedure

Senate Bill 564 (signed by Governor Manchin on April 1) established a new procedure for calculating tuition and fee waivers at WV public institutions. Tuition and fee waivers beginning in 2008-09 will be based on assessed tuition and fees, as opposed to the previous procedure based on FTE headcount enrollment. Previously, West Liberty had an allotment of waivers to award. Under Senate Bill 564, we have a maximum dollar amount to award.

Under the new procedure, West Liberty can waive 5% of our annualized full-time tuition and fee assessment. This amount for 2008-09 will be \$599,046.

Currently, 60% of our tuition and fee waivers are awarded as academic scholarships (including performing arts), while the remaining 40% are awarded as athletic scholarships to student-athletes.

West Liberty's Financial Aid Review Committee recommends keeping these same awarding percentages under the new procedure. Thus, 60% of our tuition and fee waiver dollars will be awarded as academic scholarships and 40% as athletic scholarships.

Senate Bill 564 also allows institutions to provide full tuition and fee waivers to employees, spouses of employees and dependents of employees. These waivers do not count against the institution's 5% awarding cap.

For the 2008-09 academic year, the Financial Aid Review Committee is recommending tuition & fee waivers for employees, their dependents and spouses. It is recommended we waive 75% of tuition and fees for employees. Employees would pay 25% of tuition and fee charges, capital fee and course fees.

Also for the 2008-09 academic year, it is recommended spouses and dependents (as verified on the most recent Federal 1040 tax return) of employees receive 50% tuition and fee waivers. Spouses and dependents would pay 50% of the tuition & fee charges, capital fee and course fees.

The Financial Aid Review Committee further recommends reviewing tuition and fee waiver awards in January of 2009. At this time, discussion on altering this awarding procedure would take place. Any change in the procedure would be submitted to BOG for approval.

Awarding procedure for tuition and fee waivers must be approved and entered into the minutes of an institutional Board of Governors meeting.

Submitted by Scott Cook, Executive Director of Enrollment Services & Chairperson of the Financial Aid Review Committee.

4/22/08



## **President's Report**

It is a pleasure to provide this spring update.

### **Name change:**

At its most recent meeting, the West Liberty State College Board of Governors unanimously recommended changing our name. Pending a final approval from the West Virginia Higher Education Policy Commission, we will become West Liberty University. The official designation will likely occur sometime this summer or early fall. This is a significant event, and it marks the beginning of a new era in the life of West Liberty.

### **Academics:**

At its January meeting, the West Virginia Higher Education Policy Commission approved WLSC's plan to offer its inaugural graduate degree program. This fall we anticipate offering the Master of Arts in Education program. This new degree will serve the graduate-education needs of many professional educators in the Upper Ohio Valley in an accessible and affordable fashion and with the same high quality associated with our nationally accredited undergraduate program.

Also of important note is the fact that West Liberty has been recommended for a full ten-year (maximum term) accreditation by the visitation team from the Higher Learning Commission of the North Central Association of Colleges and Schools. This is the College's primary accrediting agency, and their visitation team conducted a detailed review of West Liberty in November.

### **Paul N. Elbin Library:**

At the center of every academic community is its library. We are fortunate to have an outstanding library and an excellent staff. We are implementing an Information Commons. This means a seamless structure for knowledge, research, and technology. Today's students need access to wireless connectivity, which we have, and they need mobility with flexibility to move from books to databases to portable devices. They also need to work in groups so there need to be areas for open discussion. The Information Commons is a hub of activity---computing, printing, group work sessions, all in a comfortable setting. Next year the library will absorb the computer lab and will combine the traditional library help services with the latest high tech fiber optics connections. The library is also renovating the Special Collections area which will include the Nelle M. Krise Rare Book Room, the Henry Lash Sheet Music Collection and the College Archives. A special thanks to all of you who support the Paul N. Elbin Library.

### **Media Center:**

We are pleased to feature one of our academic departments in this issue of the President's Circle letter. It has been a very exciting time of expansion for the Media Arts Center. We are just beginning to experience the wide-ranging benefits of our investment in a truly state of the art facility for media education. Our Media Arts Center includes a major market quality TV Studio and corresponding TV Control Room, an eight station AVID Video Editing suite with 3D Graphics Animation capabilities, a Graphics Lab and neighboring MIDI Lab; every seat is equipped with high-end Mac computers. I am told our Audio Studio rivals those in Nashville. Since the opening of the Media Arts Center, (MAC) we now have 'WLTV,' Wheeling Comcast channel 14, on which we are broadcasting a variety of in-house created programming related to WLSC. All of our TV

programming is additionally simulcast on the internet to an unlimited number of viewers with cutting edge Web streaming technologies.

Our Media Arts Center is now being led by our new 'Director of Media Arts' Reid Amos. We're pleased to have Reid and his 20 years of Radio, TV and multimedia experience, as he is additionally serving as our new "Voice of the Hilltoppers." In addition to our regular programming on WLTV-14, we are broadcasting every home football and basketball game live to 38,000+ cable homes. Under the direction of broadcast professionals, our broadcasting students are embedded within our broadcasts handling the roles of producing, master control, camera operators, graphics, and technical direction. Every program that airs on WLTV involves broadcast students guided by an experienced professional staff, an example of our vision for media arts education.

### **Scholarship Support:**

This has been an outstanding year for awarding financial aid scholarship dollars. Because of the generosity of Alumni, Friends, Foundations and Corporations, WLSC Foundation was able to make awards of \$509,000 to needy and deserving students. This is an increase of nearly \$100,000 over last year. Thanks to all you who have supported the scholarship needs through endowed and annual contributions.

### **Athletics:**

#### **Men's Basketball:**

Jim Crutchfield's Hilltoppers finished the year with a record of 23-6. They lost in the third round of the WVIAC tournament. The Hilltoppers ranked 8<sup>th</sup> in Division II Eastern Regionals, but their 23 victories were the most of any team that missed the cut for the regional playoffs. The Running Hilltoppers led the nation in scoring averaging 97.5 points per game. They led Division II with 22.4 assists per game and were second in the country with 12 steals per game. It was an exciting year for men's basketball.

#### **Women's Basketball:**

Lynn Ullom's Lady Toppers finished the year at 23-6. They lost in the third round of the WVIAC but earned a fourth seed in the Division II East Regional Tournament. The Lady Toppers lost in the first round to Shepherd 65-56. This was the ninth trip to the East Regionals for the Lady Toppers. Tori Hansen was the WVIAC Freshman of the Year and Lisa Perry led the nation with 9.8 assists per game.

#### **Wrestling:**

Former West Liberty wrestling All-American, Brian Davis has returned to his Alma Mater to take the reins of the school's nationally competitive wrestling program. Brian was the first Four-Time All-American in West Liberty history. The grapplers finished fourth in the East Regionals and will have six advancing to the NCAA Division II National Tournament in Cedar Rapids, Iowa. Doug Surra (141) and Chris Gibbs (174) earned All-American honors at the Iowa finals.

#### **Stadium:**

The Board of Governors also approved moving forward with artificial turf for the football stadium. Thanks to the generosity of Gary West '58, the new artificial turf is a reality. The preparation work will start shortly and the installation of the Mondoturf will be

complete by July 15. Dedication of the new field will be at the Hilltopper's opening game with Edinboro University on August 30<sup>th</sup>.

**Development:**

After getting a late start on the fiscal year, the development team is making progress. Jeff Knierim, Jason Kogler, Chuck Jeswilkowski, and Linda McKee together with Ron Witt and Elizabeth Reinhardt are diligent in their efforts. There are several foundation and corporate proposals underway. Additionally, several faculty, staff, and administration members have agreed to assist as volunteers in development.

**Gift Income:**

Total gift income has reached \$632,538 for the period ending March 31. Excluding estate gifts and one time major gifts, this compares to \$619,916 for the same period last year. Some 112 President's Circle members have contributed \$521,608 as of March 31.

**Foundation Disbursements:**

Grants from the WLSC Foundation are awarded in the summer of the year for the next academic year. Because of the generosity of current and former donors, we were able to strengthen the College's various programs this academic year with disbursements from the Foundation of more than \$200,000. We are increasingly dependent on these Foundation grants as a means of providing additional support for academic programs and other college initiatives.

Again, I want to mention that it is an exciting time at WLSC. Perhaps you can see from the activities listed above why I am enthusiastic about the College (University). Should you have any questions, please feel free to call or stop in to visit. You are always welcome.

**West Liberty State College  
Budget Report Fiscal Year 2008  
As of April 21, 2008**

	<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>
<b>Revenues:</b>						
Tuition and Fees Less Waivers \$523,880	32.61%	11,021,495	10,715,338	10,725,851	10,513	100.10%
State Government Appropriations	30.49%	8,886,241	8,886,241	8,886,241	0	100.00%
Auxiliary Enterprise Revenues Less Waivers \$911,512	19.34%	6,687,125	7,557,617	7,577,527	19,910	100.26%
Other Sources	<u>17.56%</u>	<u>939,015</u>	1,153,843	<u>1,179,247</u>	25,404	102.20%
<b>Total Revenues</b>	<b>100.00%</b>	<b>27,533,876</b>	<b>28,313,039</b>	<b>28,368,866</b>	55,827	100.20%
<b>Expenditures:</b>						
Personal Services	38.48%	12,535,653	11,593,732	9,233,067	2,360,664	79.64%
Fringe Benefits	10.40%	3,265,542	3,381,359	2,441,961	939,398	72.22%
Other	<u>51.12%</u>	<u>11,718,591</u>	12,056,623	<u>10,708,059</u>	1,348,563	88.81%
<b>Total Expenditures</b>	<b>100.00%</b>	<b>27,519,786</b>	<b>27,031,713</b>	<b>22,383,088</b>	4,648,626	81.33%
<b>Net Increase/(Decrease)</b>		<u>14,090</u>	<u>1,281,326</u>	<u>5,985,779</u>	4,704,453	

	<u>Bond Covenants Compliance %</u>	<u>Covenant Balance</u>	<u>Cash Balance</u>	<u>Actual Percent</u>	<u>Fund #</u>		
<b>Budget Assumptions:</b>							
1	Budget based on 4,300 FTE	110%	A	446,583	562,653	126%	8322
2	Raises 3% on October 1st	154%	B	95,133	137,939	145%	8342
3	Small reserves for Housing/Bonds payments	163%	C	194,189	314,800	162%	8653
				735,905	1,015,392		



# WEST LIBERTY STATE COLLEGE

## STATEMENT OF NET ASSETS

March 31, 2008 and 2007

### ASSETS:

	<u>3/31/2008</u>	<u>3/31/2007</u>
Current assets:		
Cash and cash equivalents	\$ 8,573,522	\$ 7,858,774
Appropriation due from Primary Government	174,523	77,754
Accounts receivable—net	2,036,273	3,092,705
Due from commission	20,000	23,000
Loans to students—current portion	330,733	313,471
Prepaid expenses	15,801	38,912
Inventories	80,000	67,000
Total current assets	<u>11,230,852</u>	<u>11,471,616</u>
Noncurrent assets:		
Cash and cash equivalents	1,156,573	1,563,728
Loans to students—net of allowance of \$689,627 and \$665,060	972,390	921,640
Capital assets—net	43,932,074	42,554,629
Total noncurrent assets	<u>46,061,037</u>	<u>45,039,997</u>
<b>TOTAL ASSETS</b>	<u>\$ 57,291,889</u>	<u>\$ 56,511,613</u>
LIABILITIES:		
Current liabilities:		
Accounts payable	\$ 671,253	\$ 629,705
Due to commisssion	34,922	3,549
Due to other state agencies	89,564	9,922
Accrued liabilities	986,671	912,408
Deferred revenue	194,070	152,247
Compensated absences—current portion	773,405	644,998
Debt obligation to commisssion—current portion	354,145	330,336
Capital leases—current portion	251,606	359,903
Bonds payable—current portion	380,000	365,000
Total current liabilities	<u>3,735,636</u>	<u>3,408,068</u>
Noncurrent liabilities:		
Advances from federal sponsors	1,552,837	1,573,925
Compensated absences	62,110	1,999,521
Debt obligation to commisssion	3,566,717	3,841,130
Capital leases	107,960	359,566
Bonds payable	12,118,816	12,491,458
Total noncurrent liabilities	<u>17,408,440</u>	<u>20,265,600</u>
Total liabilities	<u>21,144,076</u>	<u>23,673,668</u>
NET ASSETS:		
Invested in capital assets—net of related debt	<u>27,026,242</u>	<u>25,013,037</u>
Restricted for:		
Expendable:		
Scholarships	10,000	11,600
Debt service	1,123,225	1,129,231
Capital Projects	532,750	248,776
Total restricted expendable	<u>1,665,975</u>	<u>1,389,607</u>
Unrestricted	7,455,596	6,435,301
Total net assets	<u>36,147,813</u>	<u>32,837,945</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<u>\$ 57,291,889</u>	<u>\$ 56,511,613</u>

# WEST LIBERTY STATE COLLEGE

## STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS

PERIODS ENDED March 31, 2008 and 2007

	<u>3/31/2008</u>	<u>3/31/2007</u>
OPERATING REVENUES:		
Student tuition and fees (net of scholarship allowance of \$2,080,000 and \$1,919,800)	\$ 9,161,732	\$ 8,307,841
Contracts and grants:		
Federal	2,878,276	2,616,878
State	2,133,603	2,084,585
Private	8,543	430,428
Interest on student loans receivable	10,494	14,661
Auxiliary enterprise revenue (net of scholarship allowance of \$1,655,000 and \$1,390,200)	6,822,133	6,444,268
Miscellaneous—net	58,796	53,111
Total operating revenues	<u>21,073,577</u>	<u>19,951,772</u>
OPERATING EXPENSES:		
Salaries and wages	8,583,399	8,311,340
Benefits	2,615,325	2,226,145
Supplies and other services	6,050,402	5,639,903
Utilities	1,146,885	1,129,686
Student financial aid—scholarships and fellowships	1,092,537	1,244,593
Depreciation	1,603,279	1,580,991
Loan cancellations and write-offs	64,365	(8,934)
Fees assessed by the Commission for operations	120,207	115,181
Total operating expenses	<u>21,276,399</u>	<u>20,238,905</u>
OPERATING INCOME (LOSS)	<u>(202,822)</u>	<u>(287,133)</u>
NONOPERATING REVENUES (EXPENSES):		
State appropriations	5,953,781	5,736,199
Investment income	235,093	(1,045)
Interest on indebtedness	(559,178)	306,033
Payments made on behalf of college	217,906	(581,343)
Fees assessed by the Commission for debt service	(442,012)	(478,620)
Net nonoperating revenues (expenses)	<u>5,405,590</u>	<u>4,981,224</u>
INCOME (LOSS) BEFORE OTHER REVENUES, EXPENSES, GAINS OR LOSSES	5,202,768	4,694,091
CAPITAL AND BOND PROCEEDS FROM THE COMMISSION		
INCREASE (DECREASE) IN NET ASSETS	<u>5,202,768</u>	<u>4,694,091</u>
NET ASSETS—Beginning of year	29,378,430	28,143,854
CUMULATIVE EFFECT OF A CHANGE IN ACCOUNTING PRINCIPLE-OPEB LIABILITY	<u>1,566,615</u>	
NET ASSETS—Beginning of year after cumulative effect change	<u>30,945,045</u>	28,143,854
NET ASSETS—End of period	<u>\$ 36,147,813</u>	<u>\$ 32,837,945</u>

# WEST LIBERTY STATE COLLEGE

## STATEMENT OF CASH FLOWS

PERIODS ENDED March 31, 2008 and 2007

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	<u>3/31/2008</u>	<u>3/31/2007</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>		
Student tuition and fees	\$ 10,879,761	\$ 8,479,656
Contracts and grants	4,255,600	4,134,690
Payments to and on behalf of employees	(11,052,983)	(10,766,088)
Payments to suppliers	(6,620,948)	(5,826,084)
Payments to utilities	(1,133,956)	(1,074,013)
Payments for scholarships and fellowships	(4,024,062)	(3,632,196)
Loans issued to students	(337,762)	(319,185)
Collection of loans to students	157,139	366,299
Auxiliary enterprise charges	7,131,586	6,858,292
Fees assessed by Commission	(120,207)	(115,181)
Other receipts—net	38,017	111,895
Net cash provided (used) in operating activities	<u>(827,815)</u>	<u>(1,781,915)</u>
<b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:</b>		
State appropriations	5,779,258	5,658,445
William D. Ford direct lending receipts	8,980,607	7,258,252
William D. Ford direct lending payments	(8,980,595)	(7,217,322)
Cash provided by noncapital financing activities	<u>5,779,270</u>	<u>5,699,375</u>
<b>CASH FLOWS FROM CAPITAL FINANCING ACTIVITIES:</b>		
Purchases of capital assets	(1,894,405)	(3,563,846)
Capital and Bond proceeds from the Commission		500,000
Proceeds from sale of assets	916	
Principal paid on long term liabilities	(520,423)	(490,529)
Interest paid on bond obligations	(355,906)	(362,749)
Interest paid on long term liabilities	(17,230)	(31,701)
Decrease (Increase) in noncurrent cash and cash equivalents	324,833	1,347,682
Debt service assessed by Commission	(442,012)	(478,620)
Cash used in capital financing activities	<u>(2,904,227)</u>	<u>(3,079,763)</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES:</b>		
Interest on investments	<u>238,007</u>	<u>305,331</u>
Cash provided by investing activities	<u>238,007</u>	<u>305,331</u>
<b>INCREASE (DECREASE) IN CASH</b>	<b>2,285,235</b>	<b>1,143,028</b>
<b>CASH AND CASH EQUIVALENTS—Beginning of year</b>	<b><u>6,288,287</u></b>	<b><u>6,715,746</u></b>
<b>CASH AND CASH EQUIVALENTS—End of year</b>	<b><u>\$ 8,573,522</u></b>	<b><u>\$ 7,858,774</u></b>



# WEST LIBERTY STATE COLLEGE

## STATEMENT OF CASH FLOWS

PERIODS ENDED March 31, 2008 and 2007

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### RECONCILIATION OF NET OPERATING INCOME (LOSS) TO NET

CASH USED IN OPERATING ACTIVITIES:	<u>3/31/2008</u>	<u>3/31/2007</u>
Operating income (loss)	\$ (202,822)	\$ (287,133)
Adjustments to reconcile net income (loss) to net cash used in operating activities:		
Depreciation expense	1,603,279	1,580,991
Changes in assets and liabilities:		
Due from Primary Government	(174,523)	(77,754)
Accounts receivable, net	(1,536,681)	(2,519,435)
Due from Commission and other state agencies	16,048	99,797
Loans to students, net	(120,468)	22,786
Prepaid expenses	34,175	(37,482)
Inventories	2,649	(2,259)
Accounts payable	(168,811)	17,869
Due to Commission and other state agencies	1,169	(179,946)
Accrued liabilities	(533,096)	(467,768)
Compensated absences	(1,433,084)	150,957
Cumulative effect on change in accounting principal of compensated absences	1,566,615	
Deferred revenue	27,638	34,031
Advances from federal sponsors	(41,615)	27,281
Other operating activities	<u>131,712</u>	<u>(143,850)</u>
NET CASH PROVIDED (USED) IN OPERATING ACTIVITIES	<u>\$ (827,815)</u>	<u>\$ (1,781,915)</u>

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## Provost Report for the Board of Governors

April 30, 2008

1. An update on Accreditations:
  - a. A request for institutional change (to allow WL to grant graduate degrees) is being finalized for submission in early May to the HLC (The Higher Learning Commission). We anticipate a decision in July as well as a final decision regarding our 10 year reaccreditation about the same time.
  - b. Assessment of academic programs is continuing. Several programs have revised their assessment plans and are beginning to implement the changes. A consultant has been hired to assist the General Studies Program Assessment Committee. Dr. Peggy Maki will be here in August just prior to the start of classes meeting with the appropriate faculty, deans, chairs, programs directors, and other administrators. The work completed in these areas will serve as the basis of our Progress Report to the HLC in January 2009.
  - c. NASM conducted a site visit for the Music Program April 6-8, 2008. The visitors were highly complimentary of the faculty, curriculum, and students. They have a few suggestions for improvement in the areas of assessment of musical performances and acoustics in the practice facilities. A complete report of their findings will be sent by mid-May and we will have an opportunity to respond.
  - d. Exercise Physiology's accreditation site visit has been moved to fall 2008.
  
2. Faculty positions:
  - a. Four faculty positions have been filled for fall 2008:
    - i. Dr. Corey Reigel      History
    - ii. Christopher Barrick      Music      Anticipates Doctorate by 8/08
    - iii. Anette Godown      Gen Business      MBA
    - iv. Gibbs Davidson      Health Education      MS
  - b. Twelve faculty positions remain open for fall 2008. Interviews are in process.
    - i. History (to replace Dr. Zuelow who resigned this spring)
    - ii. Humanities      2
    - iii. Biology      3
    - iv. Developmental psychology
    - v. Journalism
    - vi. Education
    - vii. Math
    - viii. Business      Financial systems
    - ix. Exercise physiology
  
3. Interviews have begun for Dean of Liberal Arts position. The candidates are strong and we anticipate making our recommendation to the President in early May.
  
4. International Ad Hoc Committee grant application to HEPC was funded for \$15,000. It will provide funding for two students and one faculty member to travel to Turkey in summer 2009 where the students will enroll in a summer session and earn credits to transfer to West Liberty.
  
5. Secretary of State, Betty Ireland, was on campus April 3-4, 2008. She met with two political science classes, held an evening session with a group, primarily comprised of students, and led a meeting with female administrators. The visit was viewed very positively by all who attended.

6. The first Annual Honors Program Banquet was held on April 10, 2008. Dr. Peter Staffel, Director and Dr. Linda Cowan, Assistant Director organized this event. It was well attended and afforded the students a chance to be recognized. Mary Ellen Larter, one of the co-editors of the Trumpet presented her senior project.
7. A reception to honor our spring faculty retirees is planned for May 1 in Boyle. The honorees include: Dr. Mary Ann Ehle (40 years), Dr. David Linden (34 years), Dr. Chuck Cornell (39 years), and Mrs. Kathy Paleudis (7 years). A total of 120 years of service. Please join us if you are available.

## **Enrollment Services Update**

Board of Governors Meeting

April 30, 2008

### 1) Pre-registration for the Fall 2008 Semester

Pre-registration for the fall 2008 semester ended on Friday, April 19. 1198 currently enrolled students have registered for the fall semester. At the same point in time last spring we had 1105 students registered for the fall 2007 semester. Thus, we are running 93 registered students ahead.

We are continuing our on-site registration at local high schools this spring. Graduating high school seniors are completing registration with our staff. These students will have a West Liberty class schedule completed prior to high school graduation. This was an enrollment initiative from last spring to create an earlier connection with graduating seniors from our feeder high schools. Wheeling Park HS, Brooke HS, John Marshall HS and Wheeling Central Catholic HS are included in the on-site registration program.

### 2) Fall 2008 Admission Applications

As of April 1, 2008, we had received 152 more application that the previous year at the same point in time. As of this same date, we had an increase of 81 accepted students. We are maintaining this increase as we approach May 1.

### 3) Scholarships

West Liberty's academic & athletic scholarship offerings continue to fall well below those offered by state and regional institutions. We are currently looking for sources of funding for a number of scholarship initiatives. If funded, these initiatives would make West Liberty more competitive athletically and academically.

### 4) Spring Commencement Ceremony

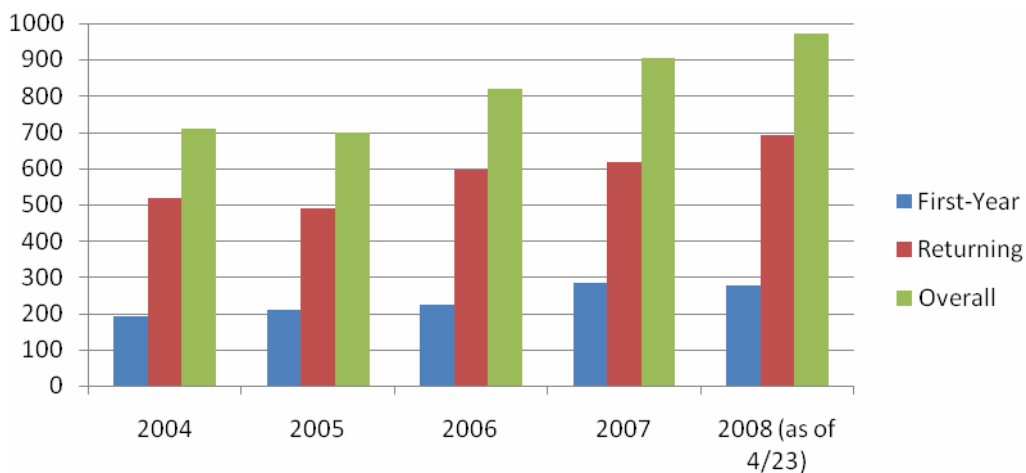
Our Spring Commencement Ceremony will be held on Saturday, May 10, at 11:00 a.m. in the ASRC. Congressman Alan Mollohan will be the Commencement Speaker. 254 seniors are expected to complete requirements and graduate this spring.

Submitted by Scott Cook, Executive Director of Enrollment Services

**Division of Student Affairs**  
**Report to the West Liberty State College Board of Governors**  
**J.D. Carpenter, Ed.D., Vice President for Student Affairs**

- The Campus Life Committee (a committee of the BOG) met after the last called Board meeting. At that meeting, there was consensus that a need exists in several areas for an increase in resources dedicated to promoting campus life – specifically, funding for activities, student organizations, and Student Government. We will continue to work with campus constituents to ensure that we continue to increase resources in these areas. At present, I am working on a white paper entitled “The Case for Campus Life” which will be presented to President Capehart, the Campus Life Committee, and then to the Board as an agenda report. That document explains the general approach that has been taken in these areas over the last several years, why that approach has been taken, and what resources are needed as we move forward.
- Plans are almost complete for the Hilltopper Academy’s inaugural year. West Liberty was awarded a \$5,000 grant for this program by the Higher Education Policy Commission. This program is a weeklong in-residence academic “boot camp” of sorts, aimed at students who will be arriving in the fall semester who were admitted on provisional status based on ACT scores or other factors. Basically, it will take West Liberty’s highest “at risk” population and provide them with a week of extensive developmental work in math, English, study skills, time management, teambuilding, etc.
- The Student Union Board has been meeting regularly in an effort to advance activities and participation in the Student Union and there are a couple of things to report. First, the electronic carillon is ordered and should be in place and functional by graduation. With Mr. Henry’s cooperation, this was accomplished without using student money. Current plans are to replace the clock motor in the early part of the summer (Phase II) and the clock faces early in the fall (Phase III). Second, ceiling repairs have been completed over the office and the Ohio Room with plans to turn that into a space that supports Greek life. With those completed repairs, work up there can now begin on the next part of that project. Finally, plans for the “Media Center” (the old classroom on the second floor) are in place. That project should get off the ground over the summer as well.
- Many congratulations to Shane Stack and Amy Shriner (known to many of you) who will be incoming as the new SGA President and Vice President (ergo, Mr. Stack will be joining the Board of Governors at its first meeting of the new fiscal year). They will be sworn in at the annual Honors Convocation on campus on May 1<sup>st</sup>. Many, many thanks to Jim Compston and Mallory Clegg, both of whom are graduating in a week, for doing an outstanding job in their roles over the last year and for dedicating such a huge part of their lives to West Liberty.
- Through Chair Exley’s diligence, we were able to host West Virginia Secretary of State Betty Ireland on campus a few weeks ago. Secretary Ireland presented to two classes and then primarily female athletes and housing staff on women’s issues and women in leadership. The next morning, she hosted a breakfast for women on campus in leadership positions. Based on the success of this program, plans are to formalize a celebration of women in leadership centered around Women’s History Month in March.

- Greek life, which has been a concern over the last several years, is beginning to make a bit of a comeback. Chi Omega (one of two nationals on campus) came early in the semester with plans to pull the charter at West Liberty. We were able to convince them, however, to continue investing in this campus. That seems to have been an event that has started a resurgence on campus. Since that time, Alpha Xi Delta nationals have also visited campus and have been impressed with the actions taken by the College and the level of support being shown. Currently under development is an “accreditation system” with the Director of Campus Life and the Greek Council to ensure that Greeks are active and to promote them affiliating with national groups. Kappa Delta Kappa (KDK), which has been local on campus for years, may be the first group to make that leap and is in negotiations with Tau Kappa Epsilon (TKE) to bring a national fraternity back to West Liberty’s campus – it’s first in a number of years. Chi Omega and Alpha Xi Delta will both be moving into special interest Greek housing for the fall semester – which will be an additional benefit to national groups where possible – and make the system much more visible on campus.
- In Housing and Residence Life, as of 4/23/08, there are applications for 693 returning students in the residence halls (compared to 609 in 2007, indicating an increase of 93 students or 12%). There are also applications from 278 new students for the fall (compared to 277 from 2007, which is even). Signups for the new apartments (“University Place”) went extremely well, even with the housing grant restrictions required in that facility. All 44 beds are full with a waiting list several students deep. The following graph shows how housing numbers have tracked at May 1st over the last several years:



- West Liberty’s new summer orientation/early registration format will begin this summer. Traditionally a morning half-day program, an expansion here will allow students (AND their parents) to spend an afternoon on campus, as well at the evening and overnight – not only registering, but also meeting with the Dean of their school, participating in social activities and icebreakers, and starting early to create that connection with West Liberty.

## **Office of Development Report**

- Total gift income has reached \$632,538 for the period ending March 31. Excluding estate gifts and a one time major gift, this compares to \$619,916 for the same period last year.
- As of March 31, the "Spring Phonathon" has generated \$51,350 in pledges. Pledges received from first time donors total 125. The Phonathon will end on April 16.
- The Development Office has been collaborating with the Smart Center regarding the expansion of the "Handle on Science" project. A proposal has been sent to the Claude Worthington Benedum Foundation requesting \$230,700. If successful, the Handle on Science will begin expansion to other regions of West Virginia by providing professional development in elementary science to teacher leaders and principals/administrators in RESA 2 and selected teacher leaders in the remaining six RESAs.

## **Athletic Department Update**

### Football Field Turf

The bid opening was held for the football field turf and the bid was awarded to Kiefer Specialty Flooring out of Chicago. Top soil has been removed from the field and work is on schedule.