

**Minutes**  
**WEST LIBERTY STATE COLLEGE**  
**BOARD OF GOVERNORS**  
**Wednesday, August 31, 2005**

**ATTENDANCE:**

**Board Members:** Al de Jaager, Jim Frum, John Gompers, Roseanna Keller, Mary Kosar, Larry Miller, John Moore, Will Turani, Aaron Wilkinson

**Unable to Attend:** Dan Joseph, Bernie Twigg

**Administration/Faculty/Staff:** J. D. Carpenter, John Davis, Patrick Henry, Andrew Lewis, John McCullough, Genny McIntyre, Richard Owens, Tammi Secrist

1. **Call to Order:**

Mr. Moore called the meeting to order at 3:35 p.m. and welcomed back Larry Miller.

2. **Approval of Minutes:**

Full Board  
06/22/05

Executive Committee  
None

**ACTION ITEM I:**

**Mr. Moore asked if there were any changes to the minutes. Having noted the changes, a motion to approve the minutes of the full Board of June 22, 2005, was then made by Jim Frum and seconded by John Gompers; motion passed unanimously.**

3. **Swearing In of New Board Members:**

John Moore, who officially swore in the new member of the Board of Governors, administered the Oath of Office to Student Government President Aaron Wilkinson. Vice Chair Moore then presented a formal resolution to Andrew Lewis for his outstanding work as past student representative of the WLSC Board of Governors. A motion was made to accept this resolution by Jim Frum and seconded by Aaron Wilkinson; motion passed unanimously.

4. **President's Report:**

Dr. Owens acknowledged it is wonderful to see Larry Miller back at the board meeting. West Liberty is back to school and Dr. McCullough has assured a smooth start to the academic year. There are always a few issues and things happen, but generally speaking everything went quite smooth. The board is invited September 9<sup>th</sup> here in the Boyle conference center for the public announcement of West Liberty's first ever Capital Campaign. The announcement will be in conjunction with the Benefactors Gala on September 10<sup>th</sup>. Later this evening is the 5:30 p.m. dedication of the Nutting Gallery in the Hall of Fine Arts, to which you are all invited. The dedication is to recognize the significant gift, and first opportunity for Ogden and Snookie Nutting to be here, of the wonderful facility reopened as a student focused gallery. WLSC is the first higher education partner for the Global Grid Exchange in WV. This will afford many opportunities and a positive connection with folks with which we maintain a relationship. The Global Grid Exchange also fits in as part of the CyberneticCampus. We now have recycling on campus, giving WLSC another opportunity for the campus and local community to work together. Dr. Owens spoke today at Speakeasy, emphasizing the positives on campus and looking at all the important areas with which we deal such as quality, services, fund raising efforts, and the Master Plan. A revised Master Plan will be presented at the next meeting. This will be the five-year cycle for the Master Plan. Every indication is that we will be able to request the same level of funding in the upcoming budget from the state as we did last year. This will not restore monies to the budget, but by all indications there will not to be a budget cut. We continue to work on upgrades and renovations around campus and are making significant progress. The library will be having a communita tomorrow on the new front porch. Students view the changes as good. We continue to move toward our goal for faculty with terminal degrees. WLSC is in excellent financial shape with a \$1.3 million surplus and draft audit numbers. We have accomplished a great deal; it's been a bumpy road with many sacrifices; we've endured cuts and unfunded mandates, but improved qualitatively. We will turn enrollment around and initiatives and strategies we continue to be put in place. We are here for the students who chose a West Liberty education.

5. **Rules and Policies (approval):**  
**Policy No. 23-Non-Classified Salary Policy**  
**Policy No. 24-Classified Staff Salary Policy**

Based on *West Virginia Code* and Higher Education Policy Commission rule, these policy documents were reviewed and disseminated to constituent (faculty, staff, and student) groups for comment prior to their final adoption by the Board of Governors. Due to the high volume of comments received on these documents, the policies will be updated and reissued for comment at the October 12, 2005 meeting.

**Reapproval of Policies Passed in June (Nos. 14, 16, 19 and 21):**

At the June 22, 2005 meeting, the Board of Governors approved the listed policies. Following submission to the Chancellor's office, minor changes were recommended by that office. Having made these changes, the Board of Governors is asked to approve these policies as attached.

**ACTION ITEM II:**

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

- **No. 14 - Regulation of Speed, Flow and Parking of Vehicles on Campus**
- **No. 16 - Awarding of Undergraduate Fee Waivers**
- **No. 19 - Disposition of Obsolete and Unusable Equipment & Supplies**
- **No. 21 - Making Agendas Available to Public**

**After a brief review of the suggested changes, a motion to approve the policies was then made by Al de Jaeger and seconded by Larry Miller; motion passed unanimously.**

6. **HEPC and Legislative Update ([www.hepc.wvnet.edu](http://www.hepc.wvnet.edu)):**

Dr. Owens stated a key point in opening – there will be the same level of funding next year as for the current year in the budget appropriation request. Chancellor Mullen announced his retirement, which will be effective 01/31/06, the five-year anniversary of his start date. There was no monthly meeting with the Chancellor for the month of August. The last communication of substance with the Chancellor was the June meeting. The next meeting will be September 7<sup>th</sup>. Anticipated topics for the next meeting are level funding on next year's budget, the chancellor's retirement, and new funding for financial aid, Promise, WV state grant, and HEAPS. We are working to be prepared to request additional capital and operating funding if the legislators ask for specifics on individual funding during this special session. The salary issue is expected to be addressed, but there will likely be little left over for higher education. The question was asked as to how many Promise scholars we have. J. D. Carpenter can find out. Dr. Owens stated we have 40-50 each year. John Moore asked Aaron Wilkinson what the student reaction has been to changes to the Promise scholarship. Aaron stated he thought students really didn't know about the changes to Promise and felt it was more of an item tracked by the parents. A short discussion followed with respect to limiting Promise only to public institutions and the pros and cons of private institutions receiving Promise scholarships.

7. **Academic Affairs:**

**(a) Update**

Dr. McCullough stated the academic year is off to a relatively smooth start. One main objective is to make sure our students are not closed out of required core courses. Though not perfect, and a student may not get the exact section they want, we have worked to improve the reduction of men and women who get closed out of required/core courses. This takes planning on the part of faculty, which was a bit more of a problem this year with construction and the loss of classrooms. It is anticipated we will not have any sections of a course with more than 49 students in the class. This is another area where we work hard to maintain this number because this is what we advertise. WLSC has never had large course sections. Dr. Owens stated these numbers also make a difference in an institution's rating in U.S. News. Ratings are based on the percentage of classes with 50 or more students. These ratings are taken very seriously and could help to move WLSC into the top tier. Parents and media pick up on these ratings. The on-going process of hiring new faculty has brought in eleven new faculty, all but two of which have their doctorate and one of these will be completing their doctoral work in December. All positions for which we advertised were filled except the Psychology position. Our ratio of courses taught by full-time faculty and adjuncts is about the lowest in public institutions, that being 75% full-time faculty and 25% adjuncts. Adjuncts bring some unique attributes to programs. Although adjuncts do not advise students or serve on committees, they do play an important and vital role here at WLSC. We continue to look at new programs. There are minor fields which may be brought to the Board for approval in the future, those being in the area of

coaching, Russian studies, and applied technology. We can add these fields with relatively little expense using existing faculty and resources. We are always working on updating current and creating new articulation agreements and graduate programs. We will be meeting in the future with a Marshall University representative on two collaborative masters programs. One would be in the Criminal Justice field and the other in Teacher Education, an MAT degree.

**(b) Policy No. 217-Criteria for Faculty Rank & Promotion\* (approval)**

At the June 22, 2005 meeting, the Board of Governors approved the dissemination of Policy #217 – “Criteria for Faculty Rank and Promotion.” Comments received by the close of the 30-day comment period have been incorporated into this document. The Board of Governors is asked to approve this policy as attached. Upon approval, the change indicators will be removed for final copy.

Dr. McCullough explained that the changes are mostly dealing with exceptions, lack of uniformity and consistency. Some points of exception lend to confusion and misinterpretation. A discussion followed on various changes to this document. Changes to this document would not impact individuals in the pipeline for promotion this year. Roseanna Keller asked for clarification on the replacement of “evaluation” with “review.” There is currently a separate and distinct evaluation process and this change of wording will clear-up any confusion with the annual evaluation process for faculty. Al de Jaager noted a wording change and one other error.

**ACTION ITEM III:**

**Proposed Resolution: *Resolved*, that the West Liberty State College Board of Governors approves the attached revised Policy No. 217, “Criteria for Faculty Rank & Promotion.” A motion to approve the policy was then made by Jim Frum and seconded by Roseanna Keller; motion passed unanimously.**

**8. Capital Campaign Public Phase Announcement:**

Mrs. McIntyre would like to reiterate Dr. Owens’ announcement that the Capital Campaign for WLSC will officially begin its public phase next Friday, September 9<sup>th</sup>, with an announcement on campus at 11:00 a.m. It is Mrs. McIntyre’s hope that the Board members will be able to attend. It is important to inform the campus community before reading or hearing about the Campaign elsewhere. The Campaign will be discussed in detail at the Benefactor’s Gala on Saturday, September 10<sup>th</sup>. There are many positive things happening at WL. We will be asking every alumnae and every employee and others affiliated with the college for support of the Capital Campaign. Various select people have been approached about the Campaign up until this point. There should be an announcement in the local paper Sunday, September 11<sup>th</sup>. Tammi Secrist stated the information will also be on the web site.

**9. Enrollment Update:**

Dr. Carpenter included several items in the Board packet, and began with his executive summary. There are four charts with the number count for different categories. This will give you a 13 year history of what the student numbers have been. The total headcount is the actual number of students in seats, first year headcount is literal first-ever as a college student, transfer headcount are students coming from one year, one semester, or possibly a 2+2, and returning headcount are students attending last year that did not graduate and were eligible to return to WLSC.

These are all different numbers, but where we ended up overall is down 188 students. This number is as of exactly 4:00 p.m. yesterday. Today could also change with this being the last day to add or drop classes. Mr. Gompers stated that the numbers have gotten worse by eight or nine since the start of classes, to which Dr. Carpenter stated that it is typical to lose students in the first few weeks. Typically institutions probably lose about 15 students in the first two weeks of classes. The breakdown by category is that we are down 47 first-time students, up 37 transfers, and down 178 returning students. Early on, new students were tracking about even, but we don’t know about returning students until after pre-registration at the end of April. At that time we were down 278 students. At that point we began calling every student eligible to return but had not yet registered. Some said they still needed to register and did register. Those that didn’t return gave no overall reason – the reasons varied. The Registrar’s office has a list and all of the numbers and they are in the low single digits with not one overwhelming number in any category. The database will only show what students tell us. Dr. Carpenter can have a complete breakdown by the next meeting after the dust settles from the fall semester.

Larry Miller asked if it is correct that we have 2,186 students on campus, with the capacity for 2,600 students. With this in mind, along with demographics for the tri-state area, going after PROMISE recipients, what has been done to try and alleviate this gap so that we can try to increase that number? Dr. Carpenter turned to the enrollment and retention initiatives included in the board packet. Eight of the retention initiatives were started on a trial period last year and not fully implemented until this year. Dr. Carpenter is not at all happy with where we are on enrollment numbers, and everything on these enrollment and retention initiatives is getting our undivided attention.

A lengthy discussion followed with regard to current and previous enrollment figures, demographics, later starting date for classes in the fall semester, utilizing faculty, students and alumni in recruiting efforts, and more visibility in feeder schools.

10. **Budget and Finance:**

**(a) Finance Committee Meeting Report**

Mr. Turani reported on the conference call held with Moody's Investors Service at 3:15 p.m. today. Overall it was a great call and they were impressed with Mr. Henry's information. Mr. Turani did make some representations for the Board of Governors during this call. Dennis Gephartt, along with Shelli Phillips, were on the conference call. They were in receipt of all our statistics and their main concern and first questions involved enrollment. Mr. Turani informed them that the board and administration were working hand in hand on enrollment and that it is our number one priority to increase enrollment over next couple years. They would like to see the list of initiatives for recruitment and retention and in particular, what we are doing with Wheeling Park and other local feeder school districts. Financially our operating margin rating is up at 3.4, but everything ties to enrollment. John Moore asked what happens when WLSC gets rerated? Mr. Turani stated that a rating drop is a widely published public downgrading. WLSC will have a surveillance call such as today every two years.

Mr. Henry presented the Finance Committee report with a revised budget based on the numbers in the Board's packet. The budget has a \$5,785 contingency. With an adjustment to tuition and fees, the downturn in students in housing, and an adjustment to correct a previous error, we do not project a surplus similar to what we had in June 2004. With various adjustments we were able to save money on the expense side. The Finance Committee will begin preparation of the 2007 budget at 100% of current funding.

Mr. Gompers stated this is a very tight budget, and a contingency of \$5,785 can be depleted in no time. He did not think anybody could be happy with a budget with no room to maneuver. Mr. Turani stated that necessary changes were made with the structure and flow of information and this represents the best budget we can put forward. Mr. Moore stated he agreed with Mr. Gompers, and we will not be able to keep up with infrastructure, replacement of equipment, and other on-going needs. This will have an impact and take its toll on WLSC down the road. A discussion followed with regard to reallocation and reserves and maintaining quality.

**(b) Unaudited Finance Statement**

Mr. Henry presented the year end unaudited financial statement. Our cash position is good and the unrestricted negative of five years ago is now positive. We will not be able to maintain this position if enrollment does not come up. The auditor will be on campus next week and we do not anticipate any problems completing the audit on schedule.

11. **Adjournment:**

A motion to adjourn was made by John Gompers and seconded by Jim Frum; motion passed unanimously. The meeting adjourned at 5:27 p.m.

Bernie Twigg \_\_\_\_\_  
Chair

John Gompers \_\_\_\_\_  
Secretary