

**WEST LIBERTY UNIVERSITY  
BOARD OF GOVERNORS**

**August 13, 2014  
4:00 p.m.  
Shaw Hall Board Room**

AGENDA

1. Call to Order
2. Chairperson Comments
3. Swearing in of New Board Members
4. Consent Agenda\*
  - a. Minutes of the Full Board 06/04/14, 06/13/14
  - b. Minutes of the Executive Committee 07/30/14
5. Action Items\*:
  - a. Approval of Institutional Master Plan
  - b. Renaming of Football Field
6. Informational Items:
  - a. President's Report
  - b. Department Goals for AY 2014-15
7. Executive Session (if needed)
8. Action Items from Executive Session\*
9. Adjournment

\*Action Items

**West Liberty University  
Board of Governors**

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**Minutes**

**June 4, 2014**

**Attendance:**

Beverly Burke, Joe Carey, Richard Carter, Sandra Chapman, George Couch, Dennis Gooch, Brian Joseph, Frank Noble, Ann Thomas

**Unable to Attend:**

Patrick Kelly

**Administration/Faculty/Staff:**

Robin Capehart, Brian Crawford, John Davis, John Gompers, John McCullough, Evan Neuman, Jim Stultz, Ron Witt, Jack Wright

**1. Call to Order:**

Chair Carter called the meeting to order at 4:05 p.m. Attending by conference call are Joe Carey, Sandra Chapman, Dennis Gooch, and Frank Noble. Attending as visitors were Ron Witt and Evan Neuman, the incoming SGA President.

**2. Chairperson Comments:**

Another school year has been completed with commencement being held on May 10<sup>th</sup>. We are well into the summer months of administrative planning in preparation for the new school year and working on making certain we maintain budget and order. There are still many things to do over the summer months, much in preparation for the 2014-15 school year, which we hope will be very successful once again.

**3. Consent Agenda\*:**

Chair Carter stated that the Consent Agenda consists of the minutes of the full Board of April 16, 2014, minutes of the Executive Committee of May 21, 2014, and the tentative schedule of meetings for July 2014-June 2015. With no questions, additions or corrections, he asked for a motion to accept the agenda.

**A motion that the West Liberty University Board of Governors approve the Consent Agenda items was then made by Brian Joseph and seconded by Ann Thomas; motion passed unanimously.**

**4. Informational Items:**

**a. Annual Graduate Degree Report**

Provost Crawford stated that this is the annual report submitted to the HEPC that will be required for the next several years since WLU is new in offering graduate degrees. The total obtaining their Masters last year was 64; we added 23 this year for a total of 87 students. We just graduated 17 from our first class in the PA Program, who aren't officially quite done. Hopefully there will be additional items next year.

**b. President's Annual Report**

President Capehart stated that each year he is required to give several goals for the office of the President, and last year there were three goals set forth; (1) Organize and execute FOCUS 2020 - A Strategic Plan for West Liberty University, (2) Establish and facilitate working committees comprised of faculty, staff, and students to initiate at last one major project to be undertaken by the President's Council on Sustainability, and (3) Prioritize five "inefficiencies," as identified by the SmartCampus Initiative of Focus 2020, to be directly addressed and either reduced or eliminated.

With regard to organizing the Focus 2020 information, Dr. Crawford has served as Chair of the Planning Task Force and events have taken place, with a plan to be presented to the Board at the August meeting. This will be the proper time to run down through the process when it's completed and update the Board. To give an update in June is awkward since the year hasn't really ended.

President Capehart asked that Dr. McCullough give an update on the President's Council on Sustainability. Dr. McCullough stated that the Sustainability Council established by the President is WLU's first ever campus-wide endeavor in something that certainly takes on a higher precedence and prevalence today. Dr. McCullough continued with highlights of the Council's accomplishments, noting this is a recommending body. President Capehart stated that what Dr. McCullough has done is made a measured move forward; raising awareness is the first big step.

Dr. McCullough also gave an update on the SmartCampus Task Force, addressing one issue from each of the four categories into which the ineffective/inefficient practices/processes were grouped: (1) Communications, (2) Facilities, Resources and Technology, (3) Workplace Environment, (4) Policy. A total of five issues, as prioritized by the SCTF, were successfully addressed during FY 2013-14. The Task Force will meet in the fall to address issues for the FY 2014-15.

President Capehart concluded that the goals for the President's Office for 2014-15 will be presented at the August meeting. Reports on results of goals will be given by departments, along with establishing new goals for 2014-15.

**c. Request for Professional Leave/Approval of Acting President**

Chair Carter advised the Board that pursuant to Board Policy 2: Presidential Appointments, Responsibilities, and Evaluation, Section 6, the President is allowed to take a leave of absence after having completed seven years of service as President. President Capehart is eligible for this effective July 1, 2014 and has elected to request the leave commencing at that time, going through September 30, 2014. This request was made of the Executive Committee, and the policy indicates the Executive Committee is responsible for looking at the time request and authorizing the request, making certain it doesn't conflict with other major items that might come forth.

The Executive Committee has acted on and has authorized that the period of July 1, 2014 through September 30, 2014 is acceptable and that the President will be on professional leave. He will be working on scholarly projects, such as the construction of an outcomes-based funding model, which is a major project.

The Committee also said that this personal leave of absence was contingent upon consummation of a new contract. President Capehart's contract expires on June 30, 2014, so the Board must act on a new contract. A new contract was the subject for executive session today, but should we consummate the contract, the President will effectively be going on leave July 1, 2014.

The HEPC has been notified of this, and the Executive Committee had the responsibility to appoint an Acting President. Provost Brian Crawford has been appointed to be the Acting President through this period of time. This information has been sent to the Higher Education Policy Commission by Counsel John Gompers, but to date, we have not received any information in response.

**5. Action Items\***

**a. Election of Officers**

Chair Carter stated that the Nomination Committee has met to develop a slate of officers for next term which would be for one year. Officers are elected on an annual basis, and recommended for the coming year are George Couch as Chair, Patrick Kelly as Vice Chair, and Sandra Chapman as Secretary. Chair Carter asked for a motion on the election of officers.

**A motion that the West Liberty University Board of Governors approve the slate of officers, those being Chair George Couch, Vice Chair Patrick Kelly, and Secretary Sandra Chapman, was then made by Beverly Burke and seconded by Ann Thomas; motion passed unanimously.**

**b. Change in Name:**

**Department of Physician Assistant Studies to Department of Graduate Health Studies**

Physician Assistant Studies should be a Program within the Department of Graduate Health Sciences in the College of Sciences, not a Department. This correction will allow the College of Sciences to easily place new graduate health science programs (for example the proposed M.S. in Dental Hygiene) within the current organization of the College and will allow WLU to offer graduate certificates that are health sciences oriented. The change in name will not require any additional staff or support.

**A motion that the West Liberty University Board of Governors approve the change in name of the Department of Physician Assistant Studies to the Department of Graduate Health Sciences within the College of Sciences was then made by George Couch and seconded by Beverly Burke; motion passed unanimously.**

**c. Change in Organization Chart:**

President Capehart stated that the Dean of Enrollment & Student Services currently reports to the Provost. With the importance of this position, and to be more in line with traditional organization charts, the President requested that Scott Cook report directly to the Office of the President. This move has been discussed with the Provost and Scott, and they are in agreement. Pursuant to BOG Policy 4 – Change in the Organization of Schools, Divisions, Departments or Other Administrative Units, any new individual who reports to the President is to be approved by the Board of Governors.

**A motion that the West Liberty University Board of Governors approve the change in the Organization Chart, with the Dean of Enrollment & Student Services reporting to the President, was then made by Ann Thomas and seconded by Brian Joseph; motion passed unanimously.**

**d. President's Contract – Anticipated Executive Session**

Chair Carter asked for a motion to move to executive session.

**A motion to move to Executive Session pursuant to WV Code § 6-9A-4 was then made by Brian Joseph and seconded by George Couch; motion passed unanimously.**

Following discussion and the return to regular session, Chair Carter asked for a motion to accept the presidential contract.

**A motion to approve the presidential contract, subject to the approval of the West Virginia Higher Education Policy Commission, was then made by Joe Carey and seconded by Ann Thomas; motion passed unanimously.**

**6. Adjournment:**

Chair Carter asked if any further business was required. There being none, the meeting adjourned at 5:05 p.m.

Richard Carter

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Chair

Ann Thomas

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Secretary

**West Liberty University  
Board of Governors**

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**Minutes**

**June 13, 2014**

Attendance:

Beverly Burke, Richard Carter, Sandra Chapman, George Couch, Dennis Gooch, Brian Joseph, Patrick Kelly, Frank Noble, Ann Thomas

Unable to Attend:

Joe Carey

Administration/Faculty/Staff:

Tom Buck, Brian Crawford, Mary Ann Edwards, John Gompers, Jack Wright

**2. Call to Order:**

Chair Carter called the meeting to order at 10:05 a.m., stating there is one agenda item, "ADA Proposed Stipulation Settlement." He then asked for approval of the agenda.

**A motion that the West Liberty University Board of Governors approve the Agenda for the June 13, 2014 meeting was then made by George Couch and seconded by Patrick Kelly; motion passed unanimously.**

**2. ADA Proposed Stipulation Settlement with Executive Session:**

Chair Carter asked for a motion to move to executive session.

**A motion to move to Executive Session pursuant to WV Code § 6-9A-4 was then made by Sandra Chapman and seconded by Ann Thomas; motion passed unanimously.**

Following discussion, the Board returned to regular session with no action taken and no decisions made.

**3. Action\*:**

Chair Carter asked for a motion to accept the ADA Proposed Stipulation Settlement.

**A motion that the West Liberty University Board of Governors accept the ADA Proposed Stipulation Settlement was then made by Ann Thomas and seconded by Beverly Burke; motion passed unanimously.**

**4. Adjournment:**

Chair Carter asked if any further business was required. There being none the meeting adjourned at 10:19 a.m.

**A motion that the West Liberty University Board of Governors adjourn the June 13, 2014 meeting was then made by Patrick Kelly and seconded by George Couch; motion passed unanimously.**

Richard Carter

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Chair

Ann Thomas

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Secretary

**West Liberty University  
Board of Governors**

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**Executive Committee  
Minutes  
July 30, 2014**

**Executive Committee Members:** Richard Carter, Sandra Chapman, George Couch, Patrick Kelly

**WLU Administrators:** Scott Cook, Brian Crawford, John Davis, John Gompers, John McCullough, Jim Stultz, Jack Wright

1. Chair Couch called the meeting to order at 8:05 a.m.
2. BOG Business – The next Board meeting will be held in the Shaw Hall Board Room at 4:00 p.m. on Wednesday, August 13, 2014.
3. Enrollment Update – Scott Cook, Dean of Students and Executive Director of Enrollment Services, provided detailed data regarding enrollment as of today. The numbers are running behind those of a year ago by approximately 3%. Scott expressed a serious concern regarding the decline in our local market and with an increasing emphasis by prospective students on the cost of attending WLU, with alternatives being attending a community college and/or not living on campus.
4. Finance/Budget Update – Jack Wright, Executive Vice President/CFO, reviewed the FY 15 budget and discussed the impact of adjunct faculty on the budget. As the largest single line item in the budget, the category of salary and benefits, along with staffing issues, was the focus of discussion.
5. Review of Academic Programs – Provost Brian Crawford explained that a detailed review of academic-program viability would be undertaken during 2014-15 AY for the purpose of improving the efficiency of delivering our programs of study.
6. Possible Voluntary Separation Program – Jim Stultz, Vice President of Human Resources, explained the exploratory work being done on a possible voluntary employee-separation plan, modeled after one being successfully used at West Virginia University. Chair Couch advised VP Stultz and Provost Crawford to continue to carefully review the staffing needs of the University.
7. Review of Action Items – Chair George Couch reviewed the action items on the BOG meeting agenda.
8. New Action Items – Chair Couch identified a new action item involving a change in the name of the football field.
9. Appointment of BOG Finance Committee – Chair Couch appointed Sandra Chapman, Pat Kelly, Brian Crawford, John Gompers, Stephanie Hooper, and Jack Wright as members.
10. Appointment of BOG Executive Committee – Chair Couch appointed Rich Carter, Sandra Chapman, and Pat Kelly as members.
11. McLain Building – Chair Couch provided a brief overview of possible future arrangements regarding this building in downtown Wheeling.

12. Approval of Agenda – The Executive Committee approved the formal agenda for the August 13 meeting of the BOG.

13. The meeting adjourned at 9:10 a.m.

George Couch \_\_\_\_\_  
Chair

Sandra Chapman \_\_\_\_\_  
Secretary

West Liberty University Board of Governors  
August 13, 2014

## **INSTITUTIONAL MASTER PLAN**

### **Action Item**

Based on the guidelines set forth by the West Virginia Higher Education Policy Commission (HEPC) for review of the Institutional Master Plan, and the input and review of such from all campus and local community constituents, the Board is asked to approve the Institutional Master Plan. The Plan will then be submitted to the HEPC for approval at their December 21, 2014 meeting.

**Proposed Resolution: *Resolved*, that the West Liberty University Board of Governors approve the Institutional Master Plan as submitted for approval by the HEPC.**

West Liberty University Board of Governors  
August 13, 2014

## **RENAMING OF FOOTBALL FIELD**

### **Action Item**

At a meeting of the West University Board of Governors held December 18, 2013, naming rights were approved for the WLU football stadium, in accordance with the gift from Gary E. West, and that the name of the stadium be associated with the West family, the exact name being provided by Mr. West.

The Board of Governors is asked to approve the name change of "Russek Field" to the "West Family Stadium," encompassing the entire complex.

**Proposed Resolution: *Resolved*, that the West Liberty University Board of Governors approve the renaming of the football field to the West Family Stadium.**