

**WEST LIBERTY UNIVERSITY
BOARD OF GOVERNORS**

**August 17, 2011
3:00 p.m.
Alumni Wall of Honor Conference Room**

AGENDA

1. Call to Order Mr. Joseph
2. Chairperson Comments..... Mr. Joseph
3. Swearing in of New Board Member..... Mr. Joseph
4. Approval of Minutes*
Executive Committee 06/01/11
Full Board 06/08/115 Min..... Mr. Joseph
5. Minor Change to Policy No. 23 (Policy on Policies)*5 Min..... Mr. Davis
6. Textbook Affordability Policy* 10 Min..... Mr. Davis
Review Comments Received; Approval
7. Human Resources Change of Report*5 Min..... President Capehart
8. Strategic Plan Update..... 10 Min..... President Capehart
9. President's Report25 Min..... President Capehart
10. Adjournment

*Action Items

**West Liberty University
Board of Governors**

**Executive Committee
Minutes
June 1, 2011**

Executive Committee Members: Richard Carter, Brian Joseph

WLU Administrators: Robin Capehart, John Davis, John McCullough, Jack Wright

1. Chair Joseph called the meeting to order at 8:12 a.m.
2. BOG Business – The next Board of Governors meeting will be held in the R. Emmett Boyle Conference Center at 5:00 p.m. on Wednesday, June 8, 2011. The BOG Finance Committee will meet at 4:00 p.m.
3. Change in Policy on Fees for Facility Use – Jack Wright provided an explanation of the details associated with the Policy and the proposed changes.
4. Review of all BOG Policies – President Capehart discussed the need to review all fifty-four BOG Policies in order to improve their functionality and clarity. Possible approaches to take in conducting such a review were presented.
5. Comprehensive Campus Report to BOG – President Capehart described the need to incorporate the existing department/unit reports into a single report to the Board which would include the traditional President's Report.
6. WLU Research Corporation and Funding Reimbursement Grants – Jack Wright discussed the issue of the WLU Research Corporation's ability to administer reimbursement grants.
7. President's Report – Robin Capehart provided an update on (1) review of all BOG and University policies, (2) the upcoming WLU Roundtable, (3) tuition/fees for summer school, and (4) moving the BOG Executive Committee meeting to two weeks prior to the Board meeting.
8. Meeting adjourned at 9:30 a.m.

Brian Joseph _____
Chair

George Couch _____
Secretary

**West Liberty University
Board of Governors**

**Minutes
June 8, 2011**

Attendance:

Beverly Burke, Richard Carter, George Couch, Brian Joseph, Patrick Kelly, Ann Thomas, Michael Turrentine

Unable to Attend:

Paul Limbert, Robert Steptoe, Michael Stolarczyk, Richard Whitehead

Administration/Faculty/Staff:

Robin Capehart, Scott Cook, John Davis, Mary Ann Edwards, John McCullough, Jack Wright

1. Call to Order:

Chair Joseph called the meeting to order at 5:05 p.m.

2. Chairperson Comments:

Chair Joseph welcomed everyone to the meeting and asked that Mike Turrentine stand and be recognized as he read the following Resolution into the record:

RESOLUTION HONORING S. MICHAEL TURRENTINE

WHEREAS, S. Michael Turrentine has demonstrated exceptional dedication to West Liberty University, serving as the Faculty Representative to the Board of Governors from July 2007 through June 2011;

WHEREAS, S. Michael Turrentine is an enthusiastic advocate of West Liberty University, giving freely of his time, energy, and dedication to the West Liberty University Board of Governors;

WHEREAS, S. Michael Turrentine holds the University, the Board, and himself accountable to high standards of quality, integrity, and loyalty;

WHEREAS, S. Michael Turrentine supports the vision for West Liberty University as a model of educational excellence;

THEREFORE, BE IT RESOLVED THAT the West Liberty University Board of Governors extends sincere appreciation to S. Michael Turrentine for his exemplary service to the Board and the University; and

FURTHER, BE IT RESOLVED THAT this resolution be inscribed upon the minutes of this Board and that a copy be delivered to S. Michael Turrentine.

Adopted by the West Liberty University Board of Governors on this 8th day of June 2011

Mr. Turrentine thanked everyone and stated that it has been a great four years and the Board has done a lot of fantastic things in that time. It was nice to get to know everyone on the Board; they do a great job, and wished them luck in the future. Dr. McCullough stated that Mr. Turrentine is one of our model faculty, an excellent teacher and thanked him for all of these things. President Capehart stated it has been a pleasure working with Mike and he's never afraid to come to the office to discuss issues and keep the lines of communication open. A lot of issues have been taken care of and made for a lot of progress.

3. Approval of Minutes*:

Full Board	Executive Committee
04/20/11	04/13/11

Chair Joseph asked if there were any corrections or questions with regard to the April 20, 2011 minutes of the full Board or the April 13, 2011 minutes of the Executive Committee. There being none he asked for a motion to approve said minutes.

A motion that the West Liberty University Board of Governors approve the minutes of the full Board of April 20, 2011 and the Executive Committee of April 13, 2011 was then made by Ann Thomas and seconded by Mike Turrentine; motion passed unanimously.

4. Annual Graduate Degree Report*:

Dr. McCullough stated that the Annual Graduate Degree report is done on a yearly basis to the HEPC as it relates to WLU's one graduate program Master of Arts in Education. This is not only a report but an update regarding the program. The most important element is the significant first-year graduating

class in December, with a couple more graduates in May, and the continuing growth of the program. Two things the HEPC is more concerned with are the elements of the quantity and quality of the program. The quantity is there as the program continues to expand, and with the assessment program in place for the Masters it shows that it's a quality degree. We present the memo included in the packet to Dr. Kathy Butler at the HEPC as our report on the graduate program.

Chair Joseph noted that the numbers for the program were surprising; is this more or less than we were expecting in the program? Dr. McCullough stated that this is more than we expected. This fall the number of students could be right at about 80. We do have students taking the autism graduate courses this summer, making the numbers higher. These are part-time students, which is how the program was constructed, to meet both the public and private needs. An additional concentration is being added which might make the program more marketable and attractive. Chair Joseph asked for any additional discussion; there was none.

A motion that the West Liberty University Board of Governors approve the Annual Graduate Degree Report for Academic Year 2010-11 was then made by Richard Carter and seconded by George Couch; motion passed unanimously.

5. Tentative Schedule of Meetings July 2011- June 2012*:

Chair Joseph stated that there is a tentative schedule of meetings for fiscal year 2011-12 contained in the packet and asked if there was any discussion with regard to the dates; there was none.

A motion that the West Liberty University Board of Governors adopts the meeting schedule for July 2011 through June 2012 was then made by Ann Thomas and seconded by Beverly Burke; motion passed unanimously.

6. Research Corporation Funding*:

Mr. Wright stated that the WLU Research Corporation has found it difficult to get a lot of grants at this time and their bank account is lower than what they would like it to be. They recently received a \$300,000 reimbursable grant and have another \$300,000 reimbursable grant coming. With a reimbursable grant, you are required to spend the money before the Corporation can receive the reimbursement. The Corporation is asking that the University be able to fund them up to \$300,000. We currently have approval from the Board to fund \$50,000 for the fiscal year that ends in June. These grants are all science grants coming through the College of Sciences. Instead of coming back to the Board at a later date we are asking that we front the Corporation the \$300,000 if it becomes necessary.

Chair Joseph stated that it was his understanding that many of these are small grants for equipment. Mr. Wright stated that there are a couple larger grants in Biology and Chemistry. Mr. Joseph asked if the money will eventually be put back to the University. Mr. Wright stated that the University will put in \$300,000 and get \$300,000 back.

Mr. Carter stated it is obvious that we should make a motion to fund the Research Corporation or WLU will miss out on \$300,000 in grants. It's important for the Board to have visibility on this money and where it's going. Mr. Wright stated that he can report on this at each meeting. Mr. Carter stated that he is not trying to make it a project but it is important that it is visible to the Board. Mr. Wright stated that the Gompers accounting firm does all of the accounting work for the Research Corporation and it would be very easy to make a report to the Board. \$50,000 was approved by the Board last year. Mr. Couch asked how much the Research Corporation has taken in, to which Mr. Wright responded \$279,000 so far this year, last year approximately \$131,000. There is a \$500,000 grant from EMBL (Emerging Minority Business Leaders) that is an up-front grant and much of that money has not come in for the year. President Capehart stated that the purpose of the Research Corporation is to generate money, but it's also to administer grants. When President Capehart came to campus four years ago and met with the Deans one thing they said they needed was someone to handle the grants that are scattered over campus. Mr. Couch asked about the administrative costs. Mr. Wright stated that WVU and Marshall are negotiated; some are zero. Federal grants are where you get your indirect 40%, which was the case with EMBL two years ago. A quick update could easily be given in the Board packets and if there are any questions they can be answered at the meeting. Mr. Couch stated that it goes back to what President Capehart said and make sure there is an understanding of what they do as a Research Corporation, and also take over the load of the grants that are being developed by the College of Sciences or whoever develops these grants. Those issuing the grants will also flow through the Research Corporation. Free money is great

money as long as it doesn't cost too much to get it. Mr. Carter stated that this subject could be reported to the Board of Governors at its meeting every two months.

President Capehart stated that we don't generate grants per se in the respect that you have a research corporation to have an expert in everything. If you want a grant dealing with a particular area of science, the grant has to be partially written by people looking for the grant and other areas of the Corporation can assist in making application for the grant. The Research Corporation does not sit around and write grants; they are there to assist. When a grant is received the Corporation administers the grant. WLU had received a grant from the Benedum Foundation in recent years. The grant was pulled by Benedum because WLU didn't properly administer the grant.

President Capehart stated that these people have been handling only grants and they're good people. We need to put money in the Research Corporation. Mr. Wright stated that WLU has received \$1.6 Million in grants and contracts this year. Now we are starting to see people like the College of Sciences, who don't want to administer the grants any more, turn them over to the Research Corporation. Chair Joseph stated that these grants will slowly migrate as everyone gets comfortable with the Corporation. Mr. Turrentine asked if the administrators are paid from the University or are they self-sustaining, to which President Capehart replied that up until the middle of May they were self-sustaining. Mr. Wright stated that there was no endowment until the middle of May.

A motion was then made that the West Liberty University Board of Governors approves the transfer, during FY 2012, of amounts not to exceed \$300,000 from the University to the Research Corporation by George Couch and seconded by Richard Carter; motion passed unanimously.

7. Election of Officers*:

Chair Joseph stated that the Executive Committee put together a slate of recommendation of officers for the next one year term for the Chair, Vice Chair and Secretary. The slate is Brian Joseph as Chair, Richard Carter as Vice Chair and George Couch as Secretary. Chair Joseph opened for floor for discussion of the slate; there being none he asked for a motion for the slate of officers for fiscal year 2011-12.

A motion was then made by Patrick Kelly and seconded by Ann Thomas that the West Liberty University Board of Governors accept the following slate of officers to serve for the term beginning July 1, 2011 to June 30, 2012: Brian Joseph, Chair, Richard Carter, Vice Chair and George Couch, Secretary; motion passed unanimously.

8. President's Report:

President Capehart asked Mr. Cook to give an update on enrollment for summer and fall. Mr. Cook stated that summer enrollment had quite a change from initial numbers. Summer enrolling had been running 50% ahead of last year, started dwindling, and took a significant drop when the invoices were mailed. Revenue is still up due to the change in cost of summer courses. WLU offered a reduced rate the last three or four years. Those tuition charges were not approved by the Board so we had to go back and charge the per credit hour rate. This caused a significant increase in out-of-state tuition from \$600 last summer to \$1,600 this summer. Summer enrollment is down about 30 students, where it had been up by about 200 students. Mr. Wright stated that revenue is up about 30% with fewer students at a higher rate.

Mr. Wright stated that we had a rate last summer that was never given to the State. Mr. Carter asked if we were allowed to use the rate we did a year ago, to which Mr. Wright stated "no." President Capehart stated we need to find a happy medium; statute requires that your rate is to cover the cost of education, that's all it requires. The fact of the matter is that our regular fall/spring tuition per credit hour is set-up so that realistically it covers full-time faculty. What we offer in the summer is not taught by full-time faculty, it's adjuncts. Next year what we need to do is take a look at the numbers in February and see if we can find a happy medium for summer rates. It's great that revenue is up, but if we could reduce the out-of-state by \$300 there would be more revenue with more people. This body has the opportunity to approve whatever tuition they want. This will be something to look at next year. Mr. Turrentine asked how many students are here for summer courses who are not from our institution. Mr. Cook stated that he did not have the number of transients, but typically we have more WLU students going elsewhere than here in the summer. Mr. Turrentine noted that of the two courses he taught this summer, most in attendance were our full-time students. Mrs. Thomas asked

where the students are going, to which it was noted most students attend WVNCC, OUE, etc. for the lower tuition and fees for general courses. Mr. Wright stated that we expected a 25% drop this year and it was accounted for in the budget.

President Capehart stated that as of May 20, 2011 in private fundraising we had generated \$1,689,000 which exceeds our private goals for the year by 30%. We still had the \$500,000 from Gary West, putting us almost \$200,000 to \$300,000 over last year. Grant moneys are at \$1,520,000.

One of the discussions of the Executive Committee was with regard to reviewing WLU policies. Many of our policies are cut and paste from regulations and the language is incorrect. Some of these policies create confusion and this is an area we have authority to do something. SB 330 creates some flexibility, which is not clearly defined yet, for purchasing and personnel. We need to start from top to bottom and look at policies and make changes and tighten up Board policies, moving on to University policies and procedures.

Mr. Cook mentioned with regard to fall enrollment, we are still running at 40 to 60 students ahead, which is tracked daily. WLU's retention rate is second only to WVU at 74%. With our enrollment gains for the last five years we are very pleased with this number. Dr. McCullough stated that as President Capehart mentioned in the Roundtable held this afternoon, it would be nice if we were rewarded for these figures. This is one of the criteria the HEPC evaluates; clearly the progress made here is excellent. The next step should be something in the way of a positive financial reward from the Central Office. President Capehart stated that the Chancellor has a plan that will allow for this, but the Legislature won't approve funding. Statute says we are supposed to get incentives for reaching criteria goals, unless there are budgetary problems. There is currently a surplus budget in West Virginia but they can't afford to give it to Higher Education.

Mrs. Burke stated that when looking at the summer rates, this needs to be done early in the fall when the summer schedule is built and published. This is when students need to know what summer school rates are running.

Mr. Turrentine asked about the progress of the science building. Mr. Wright stated that two weeks ago there were 49 architects in the Boyle Conference Center. Their proposals are due by Friday afternoon. There is a restriction that they had to have done the design and been the lead architect on at least two health and/or science buildings since 2005, and not many have been built since that time. Out of the 49 there will probably be 25 who came back with proposals and we hope to have an architect to work with the Science Department by July 1st. Our plan would be 25 months from July 1, 2011, hoping to be able to open the doors around August 1, 2013. There's not a lot of work out there for architects right now; hopefully that will be to our benefit. Mr. Carter asked of the 49 architects who came in, what were the demographics of the group. Mr. Wright stated St. Louis, Columbus, Cincinnati, Baltimore, Pittsburgh, Charleston; a very wide area. We have had eight presentations since the fall on Fridays on what is considered science labs.

9. Executive Session – Personnel:

Mr. Turrentine asked for a motion to move to executive session to discuss a personnel matter.

Pursuant to WV Code § 6-9A-4, a motion was made to retire to executive session by George Couch and seconded by Richard Carter; motion passed unanimously.

Following discussion in executive session, a motion was made to rise from executive session.

10. Adjournment:

The meeting adjourned at 5:50 p.m.

Brian Joseph _____
Chair

George Couch _____
Secretary

WEST LIBERTY ~~STATE COLLEGE~~UNIVERSITY BOARD OF GOVERNORS

POLICY 23: POLICY ON POLICIES

Section 1. General.

Scope: This policy describes steps for adopting a new Board of Governors policy, revising a policy, or repealing a policy.

Authority: W.Va. Code Section 18B-1-6; HEPC Title 133 Procedural Rule, Series 4

Filing Date: August 27, 2008

Effective Date: November 21, 2008

Section 2. New Policies or Revisions.

The Board of Governors (through its chair) and/or the President may propose new policies or policy revisions. Notice of such intent shall ~~presented as an informational item during a Board meeting. At a subsequent Board meeting, be given to the Board, and~~ a draft of the new policy or revision shall be presented and made available for a comment period of 30 days. During such period the draft shall be posted on the institution's website and made available in hardcopy at the Elbin Library. It shall be provided directly to those persons representing students, faculty, and classified staff. Also, the draft shall be submitted for comment to the Chancellor of the Higher Education Policy Commission. Comments shall be directed to the Office of the President. Comments from students, faculty, and classified staff shall be received by their representatives and then transmitted in summary form to the Office of the President.

Following the 30-day comment period, all comments shall be made available to Board members and to the President. The Board's designee or the President's designee (depending upon who proposed the new policy or revision) may make changes to the draft. A final draft then shall be sent to all Board members along with a summary of comments received and an explanation of any changes made. The Board's executive committee shall make a recommendation to the Board regarding adoption, and the full Board shall vote on a resolution adopting the new policy or policy revision. If adopted, the new policy or policy revision shall be forwarded to the Chancellor. Absent objection by the Chancellor within 30 days, the new policy or policy revision shall be deemed approved.

Constituents of the Board's three elected members (those members representing students, faculty, and classified staff) may propose policies and revisions through their respective representatives as otherwise prescribed herein.

Section 3. Repealing a Policy.

The Board of Governors (through its chair) and/or the President may propose repeal of a Board policy by providing reasons therefore and by giving notice, soliciting comments, etc. as outlined above.

Section 4. Other Changes.

Changes that do not materially affect the meaning of a policy (changes that are non-substantive, editorial, or related to format, grammar, punctuation, etc.) may be made anytime at the direction of the President. Such changes shall require the review and approval of the Board's executive committee and shall be noted thereafter as an information item at a Board meeting.

Section 5. Emergency Circumstances.

In case of emergency, the Board may adopt, revise, or repeal a policy without first following the steps described herein. An emergency shall exist when Board action is necessary for the immediate preservation of public peace, health, safety, or welfare, or is necessary to comply with a time limitation established by state or federal law or regulation or a directive of the Higher Education Policy Commission or legislature, or is necessary to prevent substantial harm to the public interest, or to deal with financial exigency. The fact constituting an emergency shall be communicated in writing in advance to the Chancellor.

Any Board action so undertaken shall remain in effect no longer than three (3) months and shall expire unless the Board has completed final approval under the normal process set for in this policy.

Section 6. Record Keeping.

It shall be the responsibility of the Director of Human Resources to maintain a "Master Copy" of all Board policies and to ensure that all policies are posted on the institution's official website.

**RESOLUTION RE POLICY 23 NOTICE REQUIREMENT
WEST LIBERTY UNIVERSITY**

Action Item

Policy 23, “Policy on Policies”, stipulates that the 30-day Comment period for a new policy and a revision to an existing policy must be “noticed” at a regular Board meeting. Since the Board meets infrequently – generally, just six times annually – the process of creating and revising policies is restricted to a narrow ‘window’ of time.

Revising Policy 23 to eliminate the requirement of notice *at a Board meeting* will make more efficient the process by which policies may be written and revised. Board members and constituent groups will still receive proper notice, it will just occur electronically, i.e. via email and at any time during the academic year.

This will be a “minor” change to Policy 23. That is, it will *not* constitute a substantive rewriting of the policy. Therefore, a 30-day Comment period will not be required.

Proposed Resolution: *Resolved*, that the West Liberty University Board of Governors approves revising Policy 23, Policy on Policies, so that notice of a 30-day Comment period may be given at any time during the academic year, not just at Board meetings.

**TEXTBOOK AFFORDABILITY RESOLUTION
WEST LIBERTY UNIVERSITY**

Action Item

Approximately two years ago, the WV Higher Education Policy Commission promulgated a rule - Series 51, Bookstores and Textbooks - to address issues raised by the Statewide Task Force on Textbook Affordability. This rule requires each institutional governing board to create a new policy (or revise its existing policy) on bookstores and textbooks so that the institution will be in compliance with changes to federal legislation and state statute.

At its October 13, 2010, meeting, the Board authorized a 30-day period during which campus constituencies (faculty, staff, and students) could review and comment on a new policy concerning textbook affordability. The draft policy was disseminated, and comments were received. The draft was edited and posted on the WLU homepage at the BOG link.

Proposed Resolution: *Resolved*, that the West Liberty University Board of Governors approves the new policy entitled “Textbook Affordability”.

West Liberty University Board of Governors
August 17, 2011

APPROVAL OF HUMAN RESOURCES CHANGE OF REPORT

Action Item

The position of Vice President of Human Resources, a non-classified position, was placed under the supervision of the Executive Vice President/CFO. Due to the nature of the HR position and variety of concerns encountered, it is requested that this position be restored to the supervision of the President of the University.

Proposed Resolution: *Resolved*, that the West Liberty University Board of Governors approve the position of Vice President of Human Resources being restored to the supervision of the President of the University.

PRESIDENT'S REPORT TO WLU BOARD OF GOVERNORS
A Condensed Summary of Accomplishments and Activities
August 17, 2011

- As of August 1, 2,437 students have registered for the fall semester, representing a **2.4% increase** over the same date last year.
- This will represent the **6th consecutive year of increases** in total student enrollment.
- As of August 1, 563 first-time freshmen have registered for the fall semester, representing a **6.0 % increase** over the same date last year.
- As of August 1, 60 international students will be enrolling for the fall semester, representing a **100% increase** over the same date last year.
- As of August 1, residence hall applications totaled 1,257 for the fall semester, representing a **2.6% increase** over the same date last year.
- As of June 30, the West Liberty University Foundation, through the Office of Development, had received a total of \$1,963,232 in contributions during the past twelve-month period; excluding estate gifts, this represents a **105% increase** over the same period last year.
- A commitment to giving by all members of the WLU Foundation Board of Directors is an annual goal. During the past year, 27 of the 31 Foundation Board members made gifts totaling \$670,774, with 24 of those Board members qualifying for membership in the President's Circle.
- As of June 30, the West Liberty University President's Circle had 179 members who contributed a total of \$1,838,778, representing a **13% increase** in membership and a **134% increase** in contributions over the same period last year.

- As of June 30, corporate support to the WLU Foundation, through the Office of Development, totaled \$131,296, representing a **37% increase** over the same period last year.
- As of June 30, foundation giving to the WLU Foundation totaled \$566,023, representing a **187% increase** over the same period last year.
- Effective July 1, some key administrative assignments include:
 - == Dr. Anthony Koyzis – Provost
 - == Dr. John McCullough – Special Assistant to the President
 - == Jason Koegler – Vice President of Institutional Advancement
 - == Reid Amos – Vice President of Broadcasting
 - == Dr. Donna Lukich – Program Director of Nursing
 - == Stefanie Trouten – Director of Marketing
 - == Whitney Inkster – Director of Publications
- Reflecting the continuing six-year increase in enrollment and the extensive utilization of adjunct faculty, thirteen new full-time faculty positions have been filled for the 2011-12 AY.
- The New Program Proposal for a Master of Business Administration (M.B.A.) degree has been submitted to the WV Higher Education Policy Commission, and we are awaiting their review. If approved, the program would next be reviewed by the Higher Learning Commission, with an anticipated launch in 2012 or 2013.
- The proposed Master of Science in Physician Assistant Studies program has been reviewed by ARC-PA, the discipline’s accrediting agency. If approved, the program would next be reviewed by the Higher Learning Commission, with an anticipated launch in the summer of 2012.
- Preseason rankings for WVIAC Football listed West Liberty as Number 2 and as one of only two schools to receive first-place votes.

- 102 Football players have reported to camp—one of the larger football rosters at West Liberty.
- Volleyball, Cross-Country, and Women's Tennis earned their highest preseason rankings in recent years.
- Three recently graduated WLU student-athletes have signed to play professionally: Ryan Travis with the NFL's Seattle Seahawks; Barry Shetzer in a professional league in Portugal, and John Wolosinczuk in a professional league in Germany.
- WLU is participating in the YMCA Corporate Team Challenge, which is a series of athletic events that have taken place over the summer. This program provides opportunities for our employees (and some students) to meet and interact with other area organizations and to promote the University.
- A Toastmasters Club (associated with Toastmasters International) is being organized and will be meeting at the Highlands Center. Toastmasters is well known for its excellent educational programs in leadership and public speaking, and membership will be open to WLU employees, as well as to individuals from area organizations and businesses.