

**West Liberty University
Board of Governors**

**Minutes
August 23, 2017**

Attendance:

Jack Adams, Les DeFelice, Cindy Fluharty, Patrick Ford, Jim Haizlett, Jim Stultz, Teresa Toriseva, Rhonda Tysk

Unable to Attend:

Joe Carey, Rich Lucas, Kris Williams

Administration/Faculty/Staff:

Scott Cook, Brian Crawford, Mary Ann Edwards, Steve Greiner, Diana Harto, Angela Hill, Jason Koegler, Roberta Linger, John McCullough, Ron Witt, Joe Montemurro, Chelsea Williams, Adam Croasmun, Maureen Zambito

I. Call to Order/Roll Call/Quorum and Mission Statement

Chair DeFelice called the meeting to order at 4:00 p.m. and a quorum was established.

II. Introductions

Chair DeFelice welcomed board members and guests.

III. Public Comment

None.

IV. Agenda Order

No changes to the agenda order.

V. Approval of Minutes*

A. Minutes of the Full Board June 14, 2017*

On motion by Jim Stultz and seconded by Jack Adams, it was unanimously adopted by the West Liberty University Board of Governors to approve the minutes of the full Board of June 14, 2017.

B. Minutes of the Executive Committee of August 16, 2017*

On motion by Jim Stultz and seconded by Jim Haizlett, it was unanimously adopted by the West Liberty University Board of Governors to approve the minutes of the Executive Committee of August 16, 2017.

VI. Board Items*

A. President's Goals and Objectives

Dr. Greiner stated that a requirement of the Board for the Higher Learning Commission (HLC) is to have set goals for the president. Based on what he heard during the interview process, Dr. Greiner took the liberty of putting together goals, which eventually need to be approved. With the expiration of Dr. Greiner's contract in December, the WV HEPC will need notification by their December meeting as to the intent of the Board.

With this in mind, there should be an evaluation completed by the October Board meeting. Although not required, it is important that one be done so there's a record and recommendation made to the HEPC. A discussion followed and Chair DeFelice will form a committee for the process.

B. BOG Policies for Approval*

The Board of Governors was asked to authorize a 30-day period during which campus constituencies may review and comment on the following revised Board policies:

- Policy 22 – Employment Innovations
- Policy 24 – Terms and Other Definitions
- Policy 34 – Nepotism – Employment of Relatives

And also for the following new Board policy:

- Policy 58 – Compensation Management Rule

Ms. Harto presented information for each of the policies to the Board, noting that many of the changes are a result of the passage of HB 2542. WLU is keeping in line with how code has changed and how we will need to change our policies. A discussion followed with regard to FTE, .53 benefits eligible FTE, and the elimination of the classified staff group.

On motion by Pat Ford and seconded by Cindy Fluharty, it was unanimously adopted by the West Liberty University Board of Governors to approve the dissemination of the stated policies to constituent groups for 30-day review and comment.

On July 18, 2017, the Board of Governors Executive Committee approved the dissemination of Policy 25 – Definition of Faculty and Staff, to constituent groups for comment. The comments received were reviewed, suggested edits made, and the Board was asked to approve the finalized copy.

On motion by Jim Stultz and seconded by Teresa Toriseva, it was unanimously adopted by the West Liberty University Board of Governors to approve Policy 25 – Definition of Faculty and Staff.

C. Pay Increase*

At the October 5, 2016 meeting of the Board, a pay increase of 2% was approved, with 1% effective January 1, 2017 and the other 1% when more information becomes available with regard to possible mid-year budget cuts. At the Executive Committee meeting held August 16, 2017, Dr. Greiner proposed the additional 1% be made a 2% pay increase, effective October, 2017.

A discussion followed with regard to red circled employees and employees receiving a previous adjustment. It was noted that there should be an approach to recognize long service employees, who have dedicated work effort, to still be eligible for some type of compensation review program.

On motion by Jack Adams and seconded by Pat Ford, it was unanimously adopted by the West Liberty University Board of Governors to approve the 2% pay increase for all employed as of December 31, 2016, and who did not receive an adjustment on August 5, 2017, effective October 2017.

VII. Reports

A. Chair of the Board of Governors (DeFelice)

Although no report, Chair DeFelice noted that with all of the turmoil in the world, this University is a great place to come for students to get an education. As an alum, it makes him proud that the University is doing so well and is progressing. With regard to the recent Board Summit held in Charleston, it was a great learning experience, much of the information applying to both personal and professional life.

B. Provost Update (Crawford)

Dr. Crawford stated that the MS in Dental Hygiene and MA in Clinical Psychology were submitted to the HLC but there has been no response. The HEPC approved the Intent to Plan for the MS in Athletic Training with the proposal now being prepared. The original start date was 2019, but could be 2020 because of the U.S. Department of Education restrictions. We welcomed 23 new faculty members at today's Convocation and still have a few open positions. There will be three different upcoming accreditation sites visits in Business, Music, and Dental Hygiene; Education was extended by a year. The HLC liaison will be attending the October Board meeting.

C. Enrollment Update (Cook)

Mr. Cook distributed enrollment figures as of August 23, 2017. All enrollment areas are currently showing an increase as follows: Overall - 7%; first-time freshman -14%; transfers - 1%; graduate students - 30%; new graduate students - 5%; former students returning – 64%, continuing students – 1%, students in campus housing – 5%; and international students – 5% with 25 countries represented.

D. WLU Foundation Report (Hill)

Ms. Hill distributed the WLU Foundation Development Plan for FY 2018, along with the final Development Report for FY 2017. FY 17 closed out with just over \$1.9 million in fundraising, well above the previous two-year comparison. Investments for the year are up 11% with the portfolio, with \$17+ million in assets. Unrestricted funds are at \$150,000, \$100,000 of which supports scholarships through Mr. Cook's department. There is also a needs request proposal process to assist with funding for campus needs, which can be applied to unfunded projects, faculty travel, study abroad, etc. Hilltopper Athletics had a good year and became an endowed fund this year. There are only about 500 alumni who are actual donors out of the total number of donors in the database; this is an area to work on to increase numbers. A discussion followed on areas of focus for 2018.

The Foundation Board is comprised of 30 members from all different backgrounds professionally, who are involved and committed to the mission. The FY18 budget was passed with \$50,000 more than last year. They will be hiring a new position to better support the needs of the University with a Downtown Center Coordinator.

E. SGA Update

Dr. Greiner announced that Reid Boden has stepped down from the position of President of SGA effective yesterday. Vice President Adam Croasmun and Secretary Chelsea Williams were introduced by Dr. Greiner. Mr. Croasmun stated that he will be acting president of SGA; he is a senior elementary and special education major. A discussion followed with regard to upcoming events and the SGA budget. He invited those in attendance to visit the SGA office in the top of the College Union.

VIII. President's Report

Dr. Greiner noted that there may be a special election for SGA president within the next two weeks. Summer updates and renovations continue, with the biggest project being the technology project coming to a close. Wi-Fi is now accessible in every corner of campus, doubled broadband, and a new phone system.

Boyd and Rogers Hall are both full as single rooms for students. The new convenience store is open, as well as the Slice of Life restaurant. Eventually the restaurant will also carry gluten free pizza, and a pretzel warmer and Starbucks coffee machine will be located in the store.

The latest from McKinley & Associates outlines the houses to be removed for the new soccer field and track. The plan is to move dirt this fall, but eight houses need to be taken down before we can start the project. We will only complete the track and field surface at this time, but hope to be able to also include lights in this first phase. The current soccer house will be eliminated.

At the Board of Governors Summit, it was announced that WLU had the largest increase in pass rates among students enrolled in first-year developmental English, jumping from 40% to 90%.

A group will be meeting with Southwest Energy to negotiate the easement agreement for water lines. An agreement was prepared by the Attorney General's office for the Board.

We are looking into a fleet management program with Enterprise in which WLU would pay a monthly fee, but we would actually own the vehicles. In the future, we would sell these for the next vehicles. With admissions counselors on the road, vans for athletic teams and Biology student field strips, this would cost less than the way we currently handle vehicles.

Momentum is strong right now and when enrollment is up, we cannot back off. West Virginia is losing population and high school graduation rates nationwide are going down; we're working with few students. The time to attack is when things are going well.

We are looking at five new graduate programs in the next five years. When we started graduate programs we had to add faculty and maybe some staff support. The faculty are committed and we are looking at programs that make sense for the University.

IX. Finance Report

Ms. Linger noted that FY17 finished up with a balanced budget. Auditors will be on campus September 5th. Amy Baccelliere, our new Controller, is working hard on putting together a trial balance for the auditors and it's almost complete. Draft statements should be complete by September 15th, with the finals due to the HEPC by October 15th. The FY18 budget statement for one-month looks good; we're trending where we should be, and revenues are up from this time last year. Expenses are at about 8% total. It's early in the year but we are trending good; keeping a close eye on cash reserves due to the Department of Education.

X. Information Gathering

None

XI. Possible Executive Session

None

XII. Actions Emanating from Executive Session

None

XIII. Next Meeting Date – October 4, 2017

XIV. Adjournment

On motion made by Jim Stultz and seconded by Rhonda Tysk, it was unanimously agreed by the West Liberty University Board of Governors to adjourn the meeting at 5:22 p.m.

Leslie DeFelice _____
Chair

James R. Stultz _____
Secretary