

**WEST LIBERTY STATE COLLEGE
BOARD OF GOVERNORS**

**August 27, 2008
5:00 p.m.
R. Emmett Boyle Conference Center
WLSC**

AGENDA

1. Call to OrderMs. Exley
2. Swearing In of New Board Members*5 Min.....Ms. Exley
3. Approval of Minutes*
Full Board 06/18/085 Min.....Ms. Exley
4. Approval of Reports*10 Min.....Ms. Exley
5. Policy on Policies*10 Min..... Mr. Davis
30-Day Comment Period
6. Expansion of Metro Rate Counties*10 Min..... Dr. McCullough
Mr. Cook
7. Increase in Metro Rate Discount/Options*10 Min..... Dr. McCullough
Mr. Cook
8. President's Report25 Min..... Mr. Capehart
9. Adjournment

*Action Items

**West Liberty State College
Board of Governors**

**Executive Summary
June 18, 2008**

Attendance:

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

Unable to Attend:

Mike Stolarczyk, Bernie Twigg

Administration/Faculty/Staff:

Robin Capehart, J. D. Carpenter, Jim Clark, Scott Cook, John Davis, Donna Lukich, John McCullough, Tammi Secrist, Shane Stack, Ron Witt, Jack Wright

1. **Call to Order:**

Chair Exley called the meeting to order at 5:00 p.m.

2. **Approval of Minutes*:**

<u>Full Board</u>	<u>Executive Committee</u>
04/30/08	04/23/08, 06/06/08

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

3. **Approval of Reports:**

B. Joseph, B. Burke, PASSED, that the submitted reports be approved by the Board of Governors as presented in full text on the BOG web site and in the WLSC Elbin Library.

4. **Approval of President's Salary Increase*:**

B. Joseph, R. Keller, PASSED, that the salary increase for the president be approved by the Board of Governors as presented in full text on the BOG web site and in the WLSC Elbin Library.

5. **Election of Officers*:**

J. Moore, B. Burke, PASSED, that the motion to accept the nominations for the election of officers be approved by the Board of Governors as presented in full text on the BOG web site and in the WLSC Elbin Library.

6. **Meeting Schedule*:**

R. Keller, M. Turrentine, PASSED, that the schedule of meetings for 2008-09 be approved by the Board of Governors as presented in full text on the BOG web site and in the WLSC Elbin Library.

7. **Approval of Non-Classified Positions*:**

L. Miller, J. Compston, PASSED, that the non-classified positions be approved by the Board of Governors as presented in full text on the BOG web site and in the WLSC Elbin Library.

8. **Organizational Chart*:**

B. Joseph, R. Keller, PASSED, that the organization chart be approved by the Board of Governors as presented in full text on the BOG web site and in the WLSC Elbin Library.

9. **President's Report:**

A written copy of the President's Report was distributed to Board members prior to the meeting. Mr. Capehart briefly reviewed the report with the Board.

Pursuant to WV Code § 6-9A-4, a motion was made to retire to executive session. Following discussion in executive session, a motion was made to rise from executive session.

10. **Adjournment:**

A motion to adjourn was made by Brian Joseph and seconded by Roseanna Keller; meeting adjourned at 6:15 p.m.

Lynne Exley _____
Chair

**West Liberty State College
Board of Governors**

**Minutes
June 18, 2008**

Attendance:

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

Unable to Attend:

Mike Stolarczyk, Bernie Twigg

Administration/Faculty/Staff:

Robin Capehart, J. D. Carpenter, Jim Clark, Scott Cook, John Davis, Donna Lukich, John McCullough, Tammi Secrist, Shane Stack, Ron Witt, Jack Wright

1. **Call to Order:**

Chair Exley called the meeting to order at 5:00 p.m.

2. **Approval of Minutes*:**

<u>Full Board</u>	<u>Executive Committee</u>
04/30/08	04/23/08, 06/06/08

A motion to approve the minutes of the full Board of April 30, 2008, and the minutes of the Executive Committee of April 23, 2008 and June 6, 2008 was made by Brian Joseph and seconded by Roseanna Keller; motion passed unanimously.

3. **Approval of Reports:**

Chairman Exley requested Board members to please sign a letter she distributed addressed to Mr. and Mrs. Gary West thanking them for their generosity in underwriting the cost of the new football turf.

Chairman Exley congratulated Tammi Secrist, who received the YWCA Horizon Award honoring outstanding women leaders of the Ohio Valley.

President Capehart introduced Jack Wright, former CEO of Wheeling-Nisshin Steel and CFO of Wheeling Jesuit University, as West Liberty's new Executive Vice-President and Chief Financial Officer.

Chairman Exley presented Jim Compston, former Student Government President, with a certificate of appreciation for his contributions on the Board of Governors. Mr. Compston will join the staff of Wheeling Jesuit University as a Resident Director.

Mike Turrentine requested an update on campus security/building theft. J. D. Carpenter addressed concerns over this issue, and it is being discussed in the campus Safety Committee.

A motion to approve the reports submitted from the Provost, Executive Director of Enrollment Services, Chief Development Officer, and the Vice President of Student Affairs was made by Brian Joseph and seconded by Beverly Burke; motion passed unanimously.

4. **Approval of President's Salary Increase*:**

In order to receive approval for an increase for an institution's president, the West Virginia Higher Education Policy Commission must receive a letter signed by the Chair of the Board of Governors indicating current salary, proposed salary, amount of percentage or across the board increase, and the date of BOG approval.

A motion to approve the President's Salary Increase was made by Brian Joseph and seconded by Roseanna Keller; motion passed unanimously.

5. **Election of Officers*:**

A motion to accept the nominations for the election of officers was made by John Moore and seconded by Beverly Burke; motion passed unanimously.

Officers:

Lynne Exley, Chair
Brian Joseph, Vice Chair
Mike Stolarczyk, Secretary

6. **Meeting Schedule*:**

The Board of Governors is asked to review the proposed dates on the attached schedule for any major conflicts in order to establish firm meeting dates for year beginning July 1, 2008. Additional meeting dates have been built into this calendar to allow for the discussion of any unforeseen issues that may require the Board's attention during the year. One or two meetings may be cancelled in advance of the scheduled date if there is no urgent business to transact. A quorum of seven voting members is required to be present for the Board to officially take action on any item.

A motion to adopt the meeting schedule was made by Roseanna Keller and seconded by Mike Turrentine; motion passed unanimously.

7. **Approval of Non-Classified Positions*:**

The creation of non-classified employee positions is necessary to service needs in Institutional Research and Assessment and the Media Arts Center and will be titled as "Coordinator of Institutional Research and Assessment" and "Director of Media Production."

Dr. McCullough asked for the Board's approval for two Classified Positions to be moved to Non-Classified. He informed the Board that the College is well below the 20% ratio of non-classified to classified staff. In fact, approximately eight more non-classified positions could be added if necessary. In addition, three new Classified Staff positions have been added to the Maintenance staff.

Beverly Burke asked for clarification as to why some non-classified positions require Board approval while others do not. Dr. McCullough explained that some new non-classified positions do not require Board approval. However, existing classified staff positions that are changed to non-classified do require the approval of the Board. Additional questions were asked concerning positions considered "critical," but these are to be addressed at the next Board of Governors and Brian Warmuth will provide the explanation.

A motion to approve the non-classified positions was made by Larry Miller and seconded by Jim Compston; motion passed unanimously.

8. **Organizational Chart*:**

A motion to approve the Organizational Chart was made by Brian Joseph and seconded by Roseanna Keller; motion passed unanimously.

Mike Turrentine asked for a list of consultants currently under contract by the College. Consultants are: Chick O'Data, Office of Development; Mark Starcher, Information Technology; Jim Shaffer, Grants.

9. **President's Report:**

A written copy of the President's Report was distributed to Board members prior to the meeting. Mr. Capehart briefly reviewed the report with the Board.

Pursuant to WV Code § 6-9A-4, a motion was made to retire to executive session. Following discussion in executive session, a motion was made to rise from executive session.

10. **Adjournment:**

A motion to adjourn was made by Brian Joseph and seconded by Roseanna Keller; meeting adjourned at 6:15 p.m.

Lynne Exley _____
Chair

Provost Report for BOG
8/20/08

1. Our request for institutional change (to allow West Liberty to grant graduate degrees) was submitted to the HLC for consideration at the August 18 meeting. We continue to await their decision.
2. A General Studies Assessment workshop was conducted by Dr. Peggy Maki on 8/19/08. She is facilitating our development of an assessment plan for the General Studies Program. Over half the faculty was invited to participate with the academic administrators and representatives of Student Affairs. The program was well received and we are moving forward toward preparation of our Progress Report for HLC.
3. Faculty positions:
 - a. In June it was reported that fourteen faculty positions were hired for fall 2008. Since that time another nine faculty members have been hired. They include:

i. Sandy Czernek	History	
ii. Karen Kettler	Biology	Enrolled in Doctoral study
iii. Dr. Vishakha Maskey	Financial Systems	
iv. JoJo Ullom	Education	
v. Rebecca Stoffel	Develop psychology	Enrolled in Doctoral study
vi. Fred Rossell, CPA	Accounting	(Gary Hypes resigned in July)
vii. James Crumbacher, CPA	Accounting	
viii. Carolyn Kinney	Nursing	(Rhonda Sansone resigned in Aug)
ix. Peggy Ferguson	Nursing	
 - b. Two vacancies remain:
 - i. Education Dr. Terry Wallace resigned in Aug.
 - ii. Director of Marching Band Interviews are in process this week
4. In June it was reported that Bill Baronak was appointed Interim Dean, School of Liberal Arts. Other new academic administrators include: Dr. Robert Kruse, Assistant Chair, Dept. of Social and Behavioral Sciences; Dr. Richard Brown, Interim Chair, Dept. of Arts and Communications; Brian Fencl, Interim Assistant Chair, Dept. of Arts and Communications; Dr. Charles Ramer, Interim Assistant Chair, Dept. of Professional Education; and two nursing faculty were appointed as Interim Co-Program Directors for Nursing—Teresa Faykus and Elizabeth Sproull.
5. The COMPACT, required by HEPC is nearly complete. President Capehart will be reviewing it soon and the initial portion will be submitted in September. The quantitative information is due in November.

BOARD OF GOVERNOR'S ENROLLMENT SERVICES REPORT

The fall 2008 enrollment headcount continues to run ahead of last year's number. Our headcount as of Monday, August 18, is 2282. We are expecting an increase in enrollment for the third straight year. Our freshman class will be one of the largest we have ever had.

We will be offering approximately 50% more scholarships to new students entering in the fall of 2009. We will continue to market new scholarship programs to entering freshman and transfer students throughout the 2008-09 academic year.

Testing will begin in the fall semester on the Banner CAPP Module. The Banner CAPP module is an on-line degree audit system for students and advisors. Once operational, this will allow our students and faculty advisors to go on-line and receive a print-out of courses and requirements needed to complete graduation requirements.

As required by the HEPC, the 2007-08 Undergraduate Tuition and Fee Waiver Report is required to be submitted to the Board of Governors. It is submitted as part of this report.

Submitted by Scott Cook

8/19/2008

UNDERGRADUATE TUITION AND FEE WAIVER REPORT

2007-08

General Academic Ability

BANNER ID	Last Name	First Name	Hometown	State	Residency	Waiver	Award	Financial Need
@00010615	Anderson	Stephanie	Bloomingtondale	OH	Out State	1	9992	Yes
@00027267	Antill	Courtney	Powhatan Point	OH	Out State	1	3360	No
@00029645	Bell	David	Cumberland	OH	Out State	1	3360	Yes
@00026498	Blazak	Adam	Youngstown	OH	Out State	1	9992	Yes
@00035949	Bugaj	Lindsey	Bridgeport	OH	Out State	1	3360	No
@00028907	Clark	Richard	Solon	OH	Out State	1	3360	No
@00041232	Clegg	Brendan	Bellaire	OH	Out State	1	7992	Yes
@00013285	Craig	Zachary	Clayton	MI	Out State	1	9992	No
@00047270	Dempster	Davonna	Avella	PA	Out State	1	7992	Yes
@00031997	Drake	Jaron	Martins Ferry	OH	Out State	1	9992	Yes
@00010222	Eaton	Tricia	Sebring	OH	Out State	1	9992	Yes
@00050730	Farnan	Marianne	New Paris	PA	Out State	1	9992	No
@00038606	Ferrebee	Ryan	Hopedale	OH	Out State	1	9992	Yes
@00028821	Forgrave	Adrienne	Rushville	OH	Out State	1	3360	Yes
199021279	Freshwater	Melissa	Wellsburg	WV	In State	1	1290	Yes
200022438	Gajtka	Tara	Weirton	WV	In State	1	939	Yes
@00010418	Goode	Tiffany	Moundsville	WV	In State	1	1290	Yes
@00017281	Groves	Zachary	Jerusalem	OH	Out State	1	3360	No
@00040211	Guzniczak	Crystal	Weirton	WV	In State	1	1290	Yes
@00034216	Haas	Deniele	Louisville	OH	Out State	0.5	500	No
@00050899	Hansen	Victoria	Erie	PA	Out State	1	9992	No
@00021077	Harrington	Jennifer	Prosperity	PA	Out State	1	3360	No
@00040583	Kane	Michael	Bolivar	OH	Out State	1	9992	No
@00015922	Krasevec	Todd	Wheeling	WV	In State	1	3972	Yes
@00011265	Ludlow	Kyler	Ft. Loramie	OH	Out State	1	9992	No
@00026455	Lutz	Amber	Martins Ferry	OH	Out State	1	9992	Yes
@00044170	Maher	Melissa	Weirton	WV	In State	1	1290	Yes
@00035856	Martin	Karissa	Woodsfield	OH	Out State	1	9992	Yes
@00046748	McCreery	Abby	Bolivar	OH	Out State	1	9992	No
@00012239	Medley	Rebecca	Wintersville	OH	Out State	1	3360	Yes
@00026337	Michel	Karen	Butler	PA	Out State	0.5	1680	No
@00010411	Montgomery	Torie	Wheeling	WV	In State	1	1290	Yes
@00007132	Moore	Ashley	New Matamoras	OH	Out State	0.5	645	Yes
@00045961	Neifeld	Brandon	Pembroke Pines	FL	Out State	1	9992	No
@00025852	Pawloski	Gretchen	Marietta	OH	Out State	1	3360	Yes
@00014971	Perry	Lisa	Chesapeake	OH	Out State	1	3360	Yes

@00027815	Petardi	Jenna	Pickerington	OH	Out State	1	9992	Yes
@00010400	Sams	Tiffany	Washington	WV	In State	1	1290	Yes
@00026443	Schockey	Emily	Bellaire	OH	Out State	1	3360	Yes
@00016515	Schwaben	Megan	Woodsfield	OH	Out State	1	3360	Yes
@00050159	Scott	Jesse	Bellaire	OH	Out State	1	3360	Yes
@00017273	Van Camp	Jennifer	Sardis	OH	Out State	1	3360	Yes
@00017519	Weithman	Beverly	Attica	OH	Out State	1	3360	Yes
@00021940	Wiggins	Samantha	Grove City	OH	Out State	1	9992	No
@00016941	Woods	Corrie	Martins Ferry	OH	Out State	1	3360	Yes
@00015337	Yahn	Jacqueline	St Clairsville	OH	Out State	0.5	1680	Yes
@00025663	Young	Emily	Olmsted Falls	OH	Out State	1	9992	No
@00028296	Zheng	De Xiong	Bridgeport	OH	Out State	1	3360	Yes
Total						46	\$ 260,124	32

Academic Ability - Creative Arts

@00017090	Benyo	Jeremiah	Wheeling	WV	IN State	1	1290	Yes
@00041562	Bishop	Jonathan	Bolivar	OH	Out State	1	3360	No
@00050155	Clark	Andrew	Bellaire	OH	Out State	1	3360	Yes
@00038685	Eikey	Renae	Wheeling	WV	IN State	1	1290	Yes
@00024741	Gagich	Jesse	Hickory	PA	Out State	1	3360	Yes
@00040751	Gardner	Jonathan	Wheeling	WV	IN State	0.5	645	Yes
199321414	Keener	Christian	Bethany	WV	IN State	1	3972	Yes
@00040223	Krieger	Cory	Bellaire	OH	Out State	1	3360	Yes
@00039877	Long	Justin	Shadyside	OH	Out State	1	7992	Yes
@00042436	Marker	Michael	Steubenville	OH	Out State	1	3360	Yes
@00035564	McDonald	Michael	Wheeling	WV	IN State	1	1290	Yes
@00027165	McVey	Sean	Coshocton	OH	Out State	1	3360	Yes
@00010399	Rogers	Terry	Fairmont	WV	IN State	0.5	645	Yes
199921187	Schultz	Julie	Wheeling	WV	IN State	0.5	645	Yes
@00017390	Taylor	Nicolas	Wheeling	WV	IN State	1	1290	No
@00030649	Troyan	Anielle	Martins Ferry	OH	Out State	1	3360	No
@00017080	Whetstone	Joshua	Millersport	OH	Out State	1	3360	Yes
@00011624	Withers	Jerid	Bethany	WV	IN State	1	1290	Yes
Total						16.5	\$ 47,229	15

Athletic Ability

@00028440	Albury	Lauren	New Philadelphia	OH	Out State	0.08	280	No
@00018701	Alcorn	Heather	Centerville	OH	Out State	1	3360	Yes
@00032583	Banks	Almonzo	Washington	DC	Out State	1	3360	Yes
@00023281	Banks	Darren	Collingswood	NJ	Out State	0.5	1680	Yes
@00010506	Beeler	Stephen	Waverly	OH	Out State	1	9992	Yes

@00023090	Besece	Clark	Dillonville	OH	Out State	0.5	1680	No
@00023112	Binggeli	Daniel	Olmstead Falls	OH	Out State	1	3360	Yes
@00034983	Cannon	Drew	New Lexington	OH	Out State	1	3360	No
@00045596	Castelamare	William	West Liberty	WV	Out State	0.08	280	Yes
@00033978	Cessna	Jennifer	Fort Ashby	WV	IN State	1	1290	Yes
@00010960	Conel	Mychal	Ashtabula	OH	Out State	0.5	1680	Yes
@00011290	Davis	Benjamin	Piqua	OH	Out State	1	3360	Yes
@00026668	Davis	Scott	Williamstown	WV	IN State	0.12	161	Yes
@00042498	Delbrugge	Jonathan	Ellicott City	MD	Out State	1	3360	No
@00018720	Dixon	Kevin	Charles Town	WV	IN State	1	3360	Yes
@00028304	Dunn	Drew	Dennison	OH	Out State	0.5	1680	Yes
@00046177	Elisha	Robert	Van Nuys	CA	Out State	1	3360	Yes
@00026940	Esenberg	Vanessa	Lowell	IN	Out State	0.5	1680	Yes
@00014234	Farina	Renee	Boardman	OH	Out State	1	3360	Yes
@00017967	Ferguson	Drew	Rocky River	OH	Out State	1	3360	Yes
@00012793	Fortney	Jordan	Bowling Green	OH	Out State	1	3360	Yes
@00022900	Gardner	Tyson	Uhrichsville	OH	Out State	0.5	1680	Yes
@00036002	Hager	Billy	Ocala	FL	Out State	1	3360	No
@00016800	Harding	Nicholas	Lackawanna	NY	Out State	1	3360	No
@00038501	Hills	Eddie	Palmetto	FL	Out State	1	3360	Yes
@00028865	Howlett	Ben	Marietta	OH	Out State	1	3360	No
@00020282	James	Thad	Southington	OH	Out State	1	3360	Yes
@00013558	Janiszewski	Stephen	Wheeling	WV	IN State	0.12	159	No
@00023597	King	Kristina	Waterford	OH	Out State	1	3360	No
@00010950	Kyle	Liam	Strongsville	OH	Out State	1	3360	Yes
@00051369	Malernee	Laura	Gahanna	OH	Out State	1	3360	No
@00018508	Mason	Brian	Uniontown	PA	Out State	0.08	280	No
@00041417	Mathey	Michael	Prospect	OH	Out State	1	3360	Yes
@00050082	Mirich	Ryan	Martins Ferry	OH	Out State	1.12	3780	Yes
@00041348	Mirich	Scott	Martins Ferry	OH	Out State	1	3360	Yes
@00040854	Moore	Kelli	Toronto	OH	Out State	0.04	140	No
@00019536	Morgan	Philip	Youngstown	OH	Out State	0.5	1680	Yes
@00018648	Nash	Steve	North Versailles	PA	Out State	1	3360	Yes
@00041493	Orsak	Kara	East Bernard	TX	Out State	0.5	717	Yes
@00035724	Palmer	Christopher	Wheeling	WV	IN State	0.12	161	No
@00012506	Pelle	Corey	Silver Grove	KY	Out State	1	3360	Yes
@00040803	Petrella	Ralph	Steubenville	OH	Out State	1	3360	Yes
@00044865	Ponder	Jarrett	St. Petersburg	FL	Out State	1	3360	Yes
@00021787	Russell	Lauren	Boys	MD	Out State	1	3360	No
@00027976	San Felippo	Anthony	Oberlin	OH	Out State	0.5	1680	Yes
@00010306	Shetzer	Barry	North Canton	OH	Out State	1	9992	No
@00011983	Smith	Cassandra	Fredericksburg	VA	Out State	1	9992	No

@00032936	Staub	Kevin	Wheeling	WV	IN State	0.08	107	Yes
@00038618	Stewart	Lamar	Brooklyn	NY	Out State	0.12	420	Yes
@00029345	Surra	Douglas	Kersey	PA	Out State	1	3360	No
@00010654	Travis	Ryan	Massillon	OH	Out State	1	3360	No
@00041431	Wolosinczuk	John	Akron	OH	Out State	1	3360	Yes
@00032595	Woods	Evelyn	Beloit	OH	Out State	1	3360	Yes
@00010628	Worek	Nathan	Fairfax	VA	Out State	1.29	10410	No
@00022171	Wright	Thomas	Smyrna	DE	Out State	0.5	1680	Yes
@00020645	Yager	Joshua	Powhatan Point	OH	Out State	0.5	1680	Yes
@00023238	Zehnder	Robert	Canton	OH	Out State	0.5	1680	Yes
	Total					43.25	\$ 167,441	38

Part-Time Enrollment Employees

@00015343	Carmichael	Peggy	Glen Easton	WV	IN State	0.12	161	No
@00014792	Harvath	Joan	Wheeling	WV	IN State	0.12	161	Yes
199721715	Miller	Charles	West Liberty	WV	IN State	0.25	322	No
@00017180	Phillippi	Dino	New Martinsville	WV	IN State	0.12	161	No
@00030774	Schrump	April	Wheeling	WV	IN State	0.25	322	Yes
	Total					0.86	\$ 1,127	2

Siblings

@00036028	Arnold	Laura	Walker	WV	IN State	1	1290	Yes
@00015562	Britt	Alyssa	Wheeling	WV	IN State	1	1290	No
@00047712	Johnson	Deonna	Weirton	WV	IN State	0.5	645	Yes
@00045198	McMahon	Holly	Wheeling	WV	IN State	1	1290	Yes
@00017693	Sobotka	Ashley	Weirton	WV	IN State	1	1290	Yes
@00036099	Tate	Hugh	New Cumberland	WV	IN State	0.5	645	No
@00010232	Zelinski	Ryan	Glen Dale	WV	IN State	1	1290	Yes
	Total					6	\$ 7,740	5

West Virginia Residents With Need

@00010103	Bonaventura	Matthew	Follansbee	WV	IN State	0.5	645	Yes
@00020010	Christian	Adam	Wana	WV	IN State	1	1290	Yes
@00029477	Eller	Jennifer	New Martinsville	WV	IN State	1	1290	Yes
@00043789	Flesher	Tamra	Paden City	WV	IN State	0.5	645	Yes
@00011518	Flinn	Tony	Williamstown	WV	IN State	1	1290	Yes
@00043930	Francis	Natascha	Moundsville	WV	IN State	1	1290	Yes
200122414	Freshwater	Stephanie	Wheeling	WV	IN State	1	1290	Yes
@00020363	Goddard	Jody	New Cumberland	WV	IN State	0.5	645	Yes
@00040317	Granik	Svetlana	Benwood	WV	IN State	1	1290	Yes
@00028298	Greenwald	Jessica	Bridgeport	OH	IN State	1	3972	Yes

@00021508	Icard	Velda	Chester	WV	IN State	1	1290	Yes
200123172	Keener	Pamela	Bethany	WV	IN State	1	1290	Yes
@00043937	Loy	Julie	Wheeling	WV	IN State	1	1290	Yes
@00017509	Mancuso	Natalie	Wheeling	WV	IN State	0.5	645	Yes
@00022170	McConnell	Penny	Wheeling	WV	IN State	1	1290	Yes
@00041579	Mooney	Ariel	Lost Creek	WV	IN State	1	1290	Yes
@00027365	Salem	Nicole	Wheeling	WV	IN State	1	1290	Yes
@00030841	Spicher	Pariksit	Moundsville	WV	IN State	1	1290	Yes
@00022754	Summers	Michelle	Weirton	WV	IN State	0.5	645	Yes
20025233	Vargo	Debra	Wheeling	WV	IN State	0.5	645	Yes
@00015626	Waskevich	Melissa	Weirton	WV	IN State	1	3972	Yes
	Total					18	\$ 28,584	21

Children of Employees

@00051478	Bryan	Chie'	Wheeling	WV	IN State	1	1290	Yes
@00014760	Fliess	Megan	Wheeling	WV	IN State	1	1290	Yes
@00023168	Kaczor	Elizabeth	Wheeling	WV	IN State	1	1290	Yes
@00018340	McKee	Jennifer	Wheeling	WV	IN State	0.5	255.42	Yes
@00033203	Vossen	Sherele	Wheeling	WV	IN State	1	1290	Yes
	Total					4.5	\$ 5,415	5

HSTA

@00049262	Bishop	Briana	Kingwood	WV	IN State	1	3972	No
@00044555	Gilbert	Lanette	Moundsville	WV	IN State	1	3972	No
P00000953	Gockstetter	Megan	Wheeling	WV	IN State	1	3974	No
@00016784	Gouldsberry	Kasie	Moundsville	WV	IN State	1	3974	Yes
@00033383	Kuhn	Karissa	Glendale	WV	IN State	1	3972	No
@00045119	Law	Kameron	Morgantown	WV	IN State	1	3974	Yes
@00028285	McCausland	Melanie	Glen Dale	WV	IN State	1	3974	Yes
@00046032	McGill	Kyle	Moundsville	WV	IN State	1	3972	Yes
@00037131	Pell	Stephanie	Kingwood	WV	IN State	1	3974	No
@00006063	Persinger	Tara	Moundsville	WV	IN State	0.5	1987	Yes
@00016220	Quick	Sierra	Triadelphia	WV	IN State	1	3974	Yes
@00023198	Royal	Kelly	Moundsville	WV	In State	1	3974	Yes
@00029841	Timmins	Heather	Glen Easton	WV	IN State	1	3974	No
	Total					12.5	\$ 49,667	7

Foster Care

@00041076	Dentice	Bethany	Follansbee	WV	IN State	1	3972	Yes
@00018215	Jones	Ebony	Phillipi	WV	IN State	1	3972	Yes
	Total					2	\$ 7,944	2

SUMMARY

-						
-						
			<u>Number Awarded</u>			
<u>HEPC 5% Allotment</u>	<u>In State</u>	<u>Out-of State</u>	<u>International</u>	<u>Total</u>	<u>Total</u>	<u>Need</u>
General Academic Ability	8	38	0	46	\$ 260,124	32
Creative Arts	7.5	9	0	16.5	\$ 47,229	15
Athletic Ability	1.52	41.73	0	43.25	\$ 167,441	38
Part-Time Enrollment	0.86	0	0	0.86	\$ 1,127	2
Total	17.880	88.730	0	106.610	\$ 475,921	87
 <u>Additional 5% Allotment</u>	 <u>In State</u>	 <u>Out-of State</u>	 <u>International</u>	 <u>Total</u>	 <u>Total</u>	 <u>Need</u>
Siblings	6	0	0	6	\$ 7,740	5
WV Residents w/ Need	18	0	0	18	\$ 28,584	21
Children of Employees	4.5	0	0	4.5	\$ 5,415	5
Total	28.5	0	0	28.5	\$ 41,739	31
 <u>HSTA</u>	 <u>In State</u>	 <u>Out-of State</u>	 <u>International</u>	 <u>Total</u>	 <u>Total</u>	 <u>Need</u>
	12.5	0	0	12.5	\$ 49,667	7
 <u>Foster Care</u>	 <u>In State</u>	 <u>Out-of State</u>	 <u>International</u>	 <u>Total</u>	 <u>Total</u>	 <u>Need</u>
	2	0	0	2	\$ 7,944	2

Grand Totals

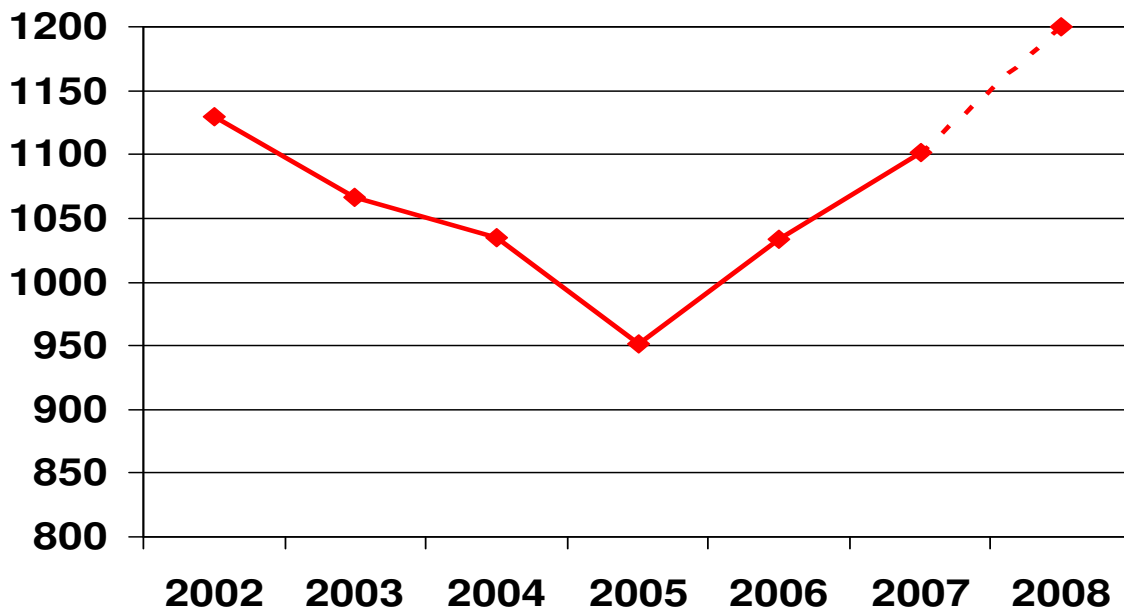
Number Awarded

	<u>In State</u>	<u>Out-of State</u>	<u>International</u>	<u>Total</u>	<u>Total</u>	<u>Need</u>
HEPC 5% Allotment	17.880	88.730	0	106.610	\$ 475,921	87
Additional 5% Allotment	28.5	0	0	28.5	\$ 41,739	31
HSTA	12.5	0	0	12.5	\$ 49,667	7
Foster Care	2	0	0	2	\$ 7,944	2
TOTAL	60.880	88.730	0.000	149.610	\$ 575,271	127

Division of Student Affairs
August 2008 Report to the Board of Governors
J.D. Carpenter, Ed.D., Vice President for Student Affairs

- As of August 18, 2008, there were 1231 paid deposits on file (468 freshmen, 82 transfers, and 681 returning students). We have been running consistently around 100 students ahead all summer. History would tell us to expect approximately 30-35 students to cancel by the time classes start. That would mean an opening population of approximately 1200 students (an 8.25% increase over the 2007 opening population of 1101).

Projected Fall Housing Occupancy



- The first "Hilltopper Academy" was held July 27th – August 1st. This was a week-long program funded by a grant from the West Virginia Higher Education Policy Commission. These students were determined to be at higher risk, so the purpose of the program was to provide supplemental support and academic enrichment prior to the beginning of the school year. Out of 90 invitations sent, 40 students accepted and 32 actually participated. Assessments completed by the students indicate a successful program. Continued assessments will take the form of academic and retention tracking for this cohort.
- The data from the 2008 National Survey for Student Engagement was received by the College last week. This is the second year that West Liberty has participated in this program, so comparative data is now available. The goal will

be to prepare a presentation of the data to share with interested parties over a series of noon-time presentations. West Liberty can compare data to other NSSE institutions in West Virginia, the peer group assigned by the Policy Commission (the 9 institutions who also completed the NSSE), and a group consisting of our basic 2005 Carnegie Class. Preliminary indications are that the results are positive.

- Staff from the ROTC Program at the University of Pittsburgh spent the summer addressing groups of first-year students in orientation and did a direct mail to the rising sophomore class. As a result, there was strong interest from an initial group of 10 students who were in the process of trying to enroll in the program. That's a good indicator that the program may take hold in the next several years.
- In an effort to perform some environmental scanning, we took a vanload of student leaders on a 3-day idea-gathering tour that included 15 colleges and universities in New York and Pennsylvania. We were specifically looking at student unions and recreation centers, but also gathered ideas on programs, orientation, intramurals, and the like.
- Student Affairs submitted two additional grant proposals for programming funds to the Higher Education Policy Commission two weeks ago. One was for additional funding to expand the "Hilltopper Academy" for the summer of 2009 and the other was to enhance the on-campus tutoring program.
- Project START is gearing up for its fifth year as one of the campus tools in the retention arsenal. This fall, 80 faculty and staff will serve as mentors to over 500 incoming first-year students. This program is another way that students are able to "engage" with West Liberty and help transition to campus. Many MANY thanks to these faculty and staff who are willing to go above and beyond and participate in this program.
- Listen to the bells! Just as an FYI, the project to get the bells tolling on campus and to get the clock telling the correct time is complete! That was one of the original missives that came from the Student Union Committee.
- Writing for the TRIO/SSS grant is underway. We are reviewing some early materials submitted by our grant-writer and will continue to develop that for submission late in the fall semester. Again, that is approximately a 1.2 million dollar grant over five years dedicated to assisting at-risk students.

Office of Development Report

The development staff has created a Challenge grant effort in order to stimulate alumni and friends into contributing to West Liberty State College during FY09. This Challenge grant program is predicated on one or more individuals committing to offer the challenge. It would require \$50,000 for the first phase of the challenge and another \$50,000 should the college secure 500 new donors. This Challenge will provide a dramatic incentive to all giving programs for FY09.



WEST LIBERTY STATE COLLEGE

WEST LIBERTY, WV 26074-0295

INTERIM FINANCIAL STATEMENTS

Fourth Quarter

June 30, 2008 and 2007

APPROVED BY _____

TITLE _____

DATE _____

APPROVED BY _____

TITLE _____

DATE _____

WEST LIBERTY STATE COLLEGE

STATEMENT OF NET ASSETS

June 30, 2008 and 2007

ASSETS:

	<u>6/30/2008</u>	<u>6/30/2007</u>
Current assets:		
Cash and cash equivalents	\$ 6,264,652	\$ 6,288,287
Appropriation due from Primary Government		
Accounts receivable—net	556,056	499,592
Due from commission	2,700	9,918
Due from other state agencies	3,535	3,216
Investment earnings receivable	9,537	22,914
Loans to students—current portion	320,821	300,158
Prepaid expenses	3,255	49,976
Inventories	<u>72,120</u>	<u>82,649</u>
Total current assets	<u>7,232,676</u>	<u>7,256,710</u>
Noncurrent assets:		
Cash and cash equivalents	1,162,400	1,481,406
Loans to students—net of allowance of \$671,948 and \$629,472	943,250	882,497
Capital assets—net	<u>44,660,718</u>	<u>43,564,597</u>
Total noncurrent assets	<u>46,766,368</u>	<u>45,928,500</u>
TOTAL ASSETS	\$ 53,999,044	\$ 53,185,210
LIABILITIES:		
Current liabilities:		
Accounts payable	\$ 675,621	\$ 840,064
Due to commission	5,386	34,350
Due to other state agencies	76,628	88,967
Accrued liabilities	1,410,419	1,519,767
Deferred revenue	217,535	166,432
Compensated absences—current portion	759,803	553,311
Debt obligation to commission—current portion	354,145	348,878
Capital leases—current portion	214,786	362,060
Bonds payable—current portion	<u>400,000</u>	<u>380,000</u>
Total current liabilities	<u>4,114,323</u>	<u>4,293,829</u>
Noncurrent liabilities:		
Advances from federal sponsors	1,539,798	1,594,452
Compensated absences	107,299	1,715,288
Debt obligation to commission	3,466,717	3,820,862
Capital leases	54,265	269,051
Bonds payable	<u>11,720,656</u>	<u>12,113,298</u>
Total noncurrent liabilities	<u>16,888,735</u>	<u>19,512,951</u>
Total liabilities	<u>21,003,058</u>	<u>23,806,780</u>
NET ASSETS:		
Invested in capital assets—net of related debt	<u>26,906,867</u>	<u>25,864,748</u>
Restricted for:		
Expendable:		
Scholarships	12,451	16,371
Debt service	1,111,112	1,113,266
Capital Projects	<u>989,965</u>	<u>453,562</u>
Total restricted expendable	<u>2,113,528</u>	<u>1,583,199</u>
Unrestricted	<u>3,975,591</u>	<u>1,930,483</u>
Total net assets	<u>32,995,986</u>	<u>29,378,430</u>
TOTAL LIABILITIES AND NET ASSETS	\$ 53,999,044	\$ 53,185,210

For Management Use Only

WEST LIBERTY STATE COLLEGE

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS

Years Ended June 30, 2008 and 2007

	6/30/2008	6/30/2007
OPERATING REVENUES:		
Student tuition and fees (net of scholarship allowance of \$2,741,353 and \$2,325,151)	\$ 8,777,654	\$ 8,252,666
Contracts and grants:		
Federal	3,250,333	2,670,166
State	2,513,094	2,107,447
Private	975,908	614,439
Interest on student loans receivable	14,869	18,393
Auxiliary enterprise revenue (net of scholarship allowance of \$2,047,096 and	6,554,684	6,103,270
Miscellaneous—net	<u>142,441</u>	<u>135,660</u>
Total operating revenues	<u>22,228,983</u>	<u>19,902,041</u>
OPERATING EXPENSES:		
Salaries and wages	11,813,409	11,406,938
Benefits	3,779,840	2,897,755
Supplies and other services	8,000,339	6,922,656
Utilities	1,549,635	1,422,774
Student financial aid—scholarships and fellowships	1,122,474	1,458,632
Depreciation	2,142,068	2,171,482
Loan cancellations and write-offs	15,525	17,808
Fees assessed by the Commission for operations	<u>160,276</u>	<u>153,574</u>
Total operating expenses	<u>28,583,566</u>	<u>26,451,619</u>
OPERATING INCOME (LOSS)	<u>(6,354,583)</u>	<u>(6,549,578)</u>
NONOPERATING REVENUES (EXPENSES):		
State appropriations	8,886,241	8,561,489
Loss on disposal		(1,045)
Investment income	276,953	415,781
Interest on indebtedness	(709,467)	(732,131)
Payments made on behalf of college	393,809	
Fees assessed by the Commission for debt service	<u>(442,012)</u>	<u>(478,620)</u>
Net nonoperating revenues (expenses)	<u>8,405,524</u>	<u>7,765,474</u>
INCOME (LOSS) BEFORE OTHER REVENUES, EXPENSES, GAINS OR LOSSES	2,050,941	1,215,896
TRANSFER OF LIABILITY FROM THE COMMISSION		(98,274)
CAPITAL AND BOND PROCEEDS FROM THE COMMISSION		<u>116,954</u>
INCREASE (DECREASE) IN NET ASSETS BEFORE CUMULATIVE EFFECT	2,050,941	1,234,576
CUMULATIVE EFFECT OF ADOPTION OF ACCOUNTING PRINCIPLE	<u>1,566,615</u>	
INCREASE (DECREASE) IN NET ASSETS	3,617,556	1,234,576
NET ASSETS—Beginning of year	<u>29,378,430</u>	<u>28,143,854</u>
NET ASSETS—End of year	<u>\$ 32,995,986</u>	<u>\$ 29,378,430</u>

For Management Use Only

WEST LIBERTY STATE COLLEGE

STATEMENT OF CASH FLOWS

Years Ended June 30, 2008 and 2007

CASH FLOWS FROM OPERATING ACTIVITIES:

	<u>6/30/2008</u>	<u>6/30/2007</u>
Student tuition and fees	\$ 8,947,816	\$ 7,809,561
Contracts and grants	6,788,505	5,409,506
Payments to and on behalf of employees	(15,177,835)	(14,247,253)
Payments to suppliers	(8,546,432)	(6,758,495)
Payments to utilities	(1,536,283)	(1,523,889)
Payments for scholarships and fellowships	(1,122,474)	(1,458,632)
Loans issued to students	(338,725)	(335,806)
Collection of loans to students	214,833	455,806
Auxiliary enterprise charges	6,361,509	6,663,679
Fees assessed by Commission	(160,276)	(153,574)
Other receipts—net	144,160	126,096
Net cash provided (used) in operating activities	<u>(4,425,202)</u>	<u>(4,013,001)</u>

CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:

State appropriations	8,886,241	8,561,489
William D. Ford direct lending receipts	8,837,217	7,465,851
William D. Ford direct lending payments	<u>(8,837,205)</u>	<u>(7,465,851)</u>
Cash provided by noncapital financing activities	<u>8,886,253</u>	<u>8,561,489</u>

CASH FLOWS FROM CAPITAL FINANCING ACTIVITIES:

Purchases of capital assets	(2,827,202)	(5,147,796)
Capital and Bond proceeds from Commission		116,954
Borrowing from Commission		500,000
Proceeds from sale of assets	916	
Principal paid on long term liabilities	(710,938)	(678,888)
Principal paid on bond obligations	(380,000)	(365,000)
Interest paid on bond obligations	(711,812)	(725,498)
Interest paid on long term liabilities	(22,974)	(42,268)
Decrease (Increase) in noncurrent cash and cash equivalents	319,006	1,430,004
Debt service assessed by Commission	<u>(442,012)</u>	<u>(478,620)</u>
Cash used in capital financing activities	<u>(4,775,016)</u>	<u>(5,391,112)</u>

CASH FLOWS FROM INVESTING ACTIVITIES:

Interest on investments	<u>290,330</u>	<u>415,165</u>
Cash provided by investing activities	<u>290,330</u>	<u>415,165</u>

INCREASE (DECREASE) IN CASH (23,635) (427,459)

CASH AND CASH EQUIVALENTS—Beginning of year 6,288,287 6,715,746

CASH AND CASH EQUIVALENTS—End of year \$ 6,264,652 \$ 6,288,287

For Management Use Only

WEST LIBERTY STATE COLLEGE

STATEMENT OF CASH FLOWS

Years Ended June 30, 2008 and 2007

RECONCILIATION OF NET OPERATING INCOME (LOSS) TO NET

CASH USED IN OPERATING ACTIVITIES:	<u>6/30/2008</u>	<u>6/30/2007</u>
Operating income (loss)	\$ (6,354,583)	\$ (6,549,578)
Adjustments to reconcile net income (loss) to net cash used in operating activities:		
Depreciation expense	2,142,068	2,171,482
Changes in assets and liabilities:		
Due from Primary Government		
Accounts receivable, net	(56,464)	73,678
Due from Commission and other state agencies	20,276	86,749
Loans to students, net	(81,416)	75,242
Prepaid expenses	46,721	(48,546)
Inventories	10,529	(17,908)
Accounts payable	(164,443)	228,228
Due to Commission and other state agencies	(41,303)	(70,100)
Accrued liabilities	(109,348)	139,591
Compensated absences	165,118	(224,963)
Deferred revenue	51,103	48,216
Advances from federal sponsors	(54,654)	47,808
Other operating activities	<u>1,194</u>	<u>27,100</u>
NET CASH PROVIDED (USED) IN OPERATING ACTIVITIES	<u>\$ (4,425,202)</u>	<u>\$ (4,013,001)</u>

For Management Use Only

West Liberty State College Board of Governors
August 27, 2008

**POLICY ON POLICIES RESOLUTION
WEST LIBERTY STATE COLLEGE**

Action Item

The Board of Governors is asked to authorize a 30-day period during which campus constituencies (faculty, staff, and students) may review and comment on a new Board policy entitled "Policy on Policies". If approved for final adoption, this policy will replace Policy #23 entitled "Protocol for Submitting or Revising Policy" which pertains to *college* policies, not to Board policies. A policy is needed prescribing a means by which the Board (through its chair) and/or the president may create new *Board* policies and change or repeal existing *Board* policies.

Proposed Resolution: *Resolved*, that the West Liberty State College Board of Governors approves the dissemination of the new Policy on Policies to constituent groups for review and comment.

WEST LIBERTY 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:

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 be presented as an informational item during a Board meeting. At a subsequent Board meeting, 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 may delegate, in writing, authority to the President to adopt the new policy or revision. In the alternative, the 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.

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.

West Liberty State College Board of Governors
August 27, 2008

METRO RATE EXPANSION

Action Item

A "Metro Rate" representing a discount in tuition and fees currently applies to students residing in Belmont, Columbiana, Guernsey, Jefferson, and Monroe Counties in Ohio and Washington, Allegheny, Beaver, and Greene Counties in Pennsylvania.

The proposed expanded Metro Rate area would include the following counties and would be applicable for the 2009-10 academic year:

Ohio: Carroll, Harrison, Stark, Tuscarawas, Washington

Pennsylvania: Butler, Westmoreland

Maryland: Allegheny, Frederick, Garrett, Montgomery, Washington

Virginia: Clarke, Frederick, Loudoun, Shenandoah, Warren

Proposed Resolution: *Resolved*, that the West Liberty State College Board of Governors approves the new Metro Rate counties for the 2009-10 academic year as stipulated.

METRO RATE DISCOUNT

Action Item

A "Metro Rate" representing a \$2,000 annual discount (\$1,000 per semester) in the tuition and fees for students residing in select counties in Ohio and Pennsylvania has been in existence for two years.

The proposed revised Metro Rate representing a \$3,000 annual discount (\$1,500 per semester) would more effectively address the increased tuition and fees applicable to the Metro Rate counties, would enhance the College's ability to recruit students from the Metro Rate counties, and would be applicable for the 2009-10 academic year. This discount would apply to all full-time students (residing in the Metro Rate counties) attending West Liberty State College and would be prorated for part-time students.

Proposed Resolution: *Resolved*, that the West Liberty State College Board of Governors approves the revised Metro Rate for the 2009-10 academic year as stipulated.

METRO RATE DISCOUNT

Action Item

A "Metro Rate" representing a \$2,000 annual discount (\$1,000 per semester) in the tuition and fees for students residing in select counties in Ohio and Pennsylvania has been in existence for two years.

The proposed revised Metro Rate would represent a 25% annual discount to mandatory out-of-state tuition/fees, would more effectively address the increased tuition and fees applicable to the Metro Rate counties, would enhance the College's ability to recruit students from the Metro Rate counties, and would be applicable for the 2009-10 academic year and for subsequent years, until and unless revised by the Board of Governors. This discount would apply to all full-time students (residing in the Metro Rate counties) attending West Liberty State College and would be prorated for part-time students.

Proposed Resolution: *Resolved*, that the West Liberty State College Board of Governors approves the revised Metro Rate for the 2009-10 academic year as stipulated.

ADMINISTRATIVE REPORT TO THE BOARD OF GOVERNORS
Robin C. Capehart, President

August 27, 2008

- Members of the President's Council were appointed to serve as the Advisory Council for the Strategic Focusing Initiative.
- Dr. John McCullough was appointed the Chair of the Strategic Platform and Pillars of Distinction task forces for our Strategic Focusing Initiative. Committee members will be appointed before the first week of September.
- Dr. J. D. Carpenter and Interim Dean William Baronak were appointed Co-Chairs of the Total Student Learning Experience (TSLE) Task Force for our Strategic Focusing Initiative. Committee members for the TSLE Task Force were subsequently appointed. Those members include:

Dr. J. D. Carpenter, Co-Chair	Theresa Gretchen
Dean William Baronak, Co-Chair	Bob Wise
Dr. Carrie White	Brenda King
Dr. Steve Domyan	Lynn Ullom
Dr. Robert Kruse	Elizabeth Reinhardt
Ms. Christine Nardelli	Beverly Burke
Ms. Courtney Huffman	Shane Stack
Dr. Erik Root	2 SGA Presidential Appointments
- There is the potential for the Legislature to authorize a bond issue during the 2009 Legislative Session. In order for the College to best position itself to take advantage of additional bonding capacity, it is necessary that we accelerate the production of our planning documents which includes our institutional master plan, campus development plan and strategic statement. Our institutional compact may require subsequent changes to reflect these documents. An explanation of these documents is provided. A timeline will be forthcoming.
- On June 17, 2008, the President's Council participated in a retreat at Wilson Lodge, Oglebay Park, Wheeling, WV to discuss the development and use of performance plans for AY 2008-2009. Performance plans will establish measurable benchmarks of performance for all nonclassified staff as well as academic administrators.
- Director of Human Resources Brian Warmuth is developing a salary and merit plan for all nonclassified personnel. The plan should be available for review in September.

- Executive Vice President/Chief Financial Officer John Wright have revised the allocation of revenues to reflect the priorities of the College.
- Executive Vice President/General Counsel John Davis has worked with various administrators to update and offer other revisions to the Board of Governors policies.
- The President's Office has developed an Internal Communications program in order to facilitate communications among campus constituencies. A memorandum outlining the program is included.

MEMORANDUM

TO: Members of the Board of Governors
FROM: Robin Capehart
RE: Internal Communications Strategy
DATE: August 19, 2008

Last year was a year of transition. The upcoming academic year will serve as a transformational year as we move from a college to a university. As a transformational year, we will begin to plan and invest for the future.

As we approach a year of transformation, it is important that we increase our internal communications effort in order to keep the campus adequately informed and provide a consistent message to the academic community.

This initiative will include regular appearances and presentations before various constituencies as well as opportunities for frank and open discussions.

Addresses

Convocation – Wednesday, August 27, 2008 at 12:00 noon at Kelly Theater

- Our “State of the College” address which will lay out our expectations and aspirations for the year
- Attendees will include all campus constituencies.

“Campus Report” Luncheons – 12:00 noon at the Boyle Center on the following dates: September 10, 2008; October 8, 2008; November 12, 2008; December 10, 2008

- A monthly address to the College regarding projects and issues of concern. The address will include an overview of the college’s fiscal position.
- Attendees will include two groups:
 - The leadership of the academe and leadership of the students, staff and alumni will be invited each month.
 - Rotating representatives among the President’s Council and other administrators, faculty, staff and alumni.

Report to the Academe – (tentatively) 3:00 p.m. on the fourth Tuesday of every month, i.e. August 28, 2008; September 23, 2008; October 28, 2008; and November 25, 2008.

- This presentation will be given before the Faculty Senate and will include issues of interest to the academe as well as an opportunity for discussion.

Report to the Staff – 1:30 p.m. on the second Thursday of every month, i.e. September 11, 2008; October 9, 2008; November 13, 2008; and December 11, 2008.

- This presentation will be given before the Classified Staff Council and will include issues of interest to the staff as well as an opportunity for discussion.

Report to the Students – (tentatively) 9:00 p.m. on the third Tuesday of every month, i.e. September 16, 2008; October 21, 2008; and November 18, 2008.

- This presentation will be given before a meeting of the Student Government Association and will include issues of interest to the students as well as an opportunity for discussion.

Report to the Board of Governors – 5:00 p.m. on the following dates: August 27, 2008; October 22, 2008; and December 10, 2008

- This presentation will be given before a meeting of the Board of Governors and will include a report on the administrative, academic, student life and athletic aspects of the campus.

Report to the Foundation Board of Directors – Dates and times to be determined.

- This presentation will be given before at the regular Foundation Board meeting and will include an overview of campus projects as well an opportunity for discussion.

Report to the Alumni Board of Directors – Dates and times to be determined.

- This presentation will be given before at the regular Alumni Board meeting and will include an overview of campus projects as well an opportunity for discussion.

Regular Meetings

President's Council – Beginning August 5, 2008 at 8:15 a.m. on the first and third Tuesdays of each month in the Boyle Room. Dates: August 5 and 19 2008; September 2 and 16, 2008; October 7 and 21, 2008; November 4 and 18, 2008; December 2 and 16, 2008.

- On the first Tuesday of each month (and September 30), the agenda will include a preview of the next “Campus Report” address.

External Affairs Council - Beginning August 12, 2008 at 8:15 a.m. on the second and fourth Tuesday of every month. Dates: August 12 and 26, 2008; September 9 and 23, 2008; October 14 and 28, 2008; November 11 and 25, 2008; and December 9, 2008.

Leadership Institute - Beginning in September, this group shall meet monthly at a time and place TBD. The group shall consist of potential campus leaders.

Athletic Meeting - One meeting each semester with the Athletic Department staff and coaches.

Informal meetings and events

Donors One-on-one meal events with donors to provide informal updates on campus activities

Alumni Meet with small groups of alumni in various towns in the area and provide an informal update on campus activities.

New faculty receptions To be held at the beginning of the year at Colonial Heights

Adjunct faculty reception To be held at the beginning of the year at Colonial Heights

Pre-game brunches Held at Colonial Heights prior to home football games.

Christmas parties A series of holiday events for various groups.

WEST LIBERTY STATE COLLEGE STRATEGIC FOCUSING INITIATIVE

The Role of Strategic Focusing in Higher Education Planning in West Virginia

The development of a Strategic Statement through the Strategic Focusing Initiative at West Liberty State College is an institution-specific effort in which West Liberty State College shall seek distinction and distinctiveness within its charge as a public institution of higher education in West Virginia.

Statewide Master Plan

In regard to this charge, West Virginia Code §18B-1B-9 requires the Higher Education Policy Commission of West Virginia to develop a Statewide Master Plan that seeks to meet the general goals for higher education established by the Legislature and set forth in West Virginia Code §18B-1-1a. These general goals include:

1. Focus on education as a lifelong process that is seamless at all levels and encourages all citizens to increase their knowledge and skills;
2. Produce a number of degrees per capita by West Virginia institutions of higher education that equals the national average;
3. Provide all West Virginians with access to post-secondary educational opportunities that is relevant and affordable;
4. Prepare students to practice good citizenship and compete in the global economy which requires an advanced level of education and skill that surpasses the previous requirements;
5. Exceed peer institutions in other states in measures of productivity and administrative efficiency;
6. Enhance efforts to diversify and expand the economy of the state;
7. Compensate faculty and administrators at a level competitive with peer institutions in order to attract and keep quality personnel at state institutions of higher learning; and
8. Maintain tuition and fees for in-state students that are competitive with peer institutions and for out-of-state students that are at a level which at least covers the full cost of instruction.

In 2007, the Higher Education Policy Commission approved "Charting the Future," a master plan for higher education in West Virginia. This plan embodies these goals through a structure that includes five planning areas: (1) economic growth; (2) access; (3) cost and affordability; (4) learning and accountability; and (5) innovation.

Each of these planning areas includes a series of recommendations that serve as a set of specific goals and a number of strategies that would assist in achieving those goals.

Institutional Compact

West Virginia Code §18B-1A-2 requires each institution of higher education in West Virginia to enter into a performance agreement with the Higher Education Policy Commission regarding their use of state resources to achieve the general goals set forth in West Virginia Code §18B-1-1a.

This institutional compact sets forth the step-by-step process the institution will employ to achieve these goals and includes objectives and benchmarks to measure progress.

Institutional Master Plan

West Virginia Code §18B-2A-4(a)(2) requires each institutional Board of Governors to adopt an institutional master plan that demonstrates in detail the means in which the institution intends to meet the goals and objectives of the institutional compact. Further, the Code requires the plan to set goals outlining the institution's:

- Missions
- Degree offerings
- Resource requirements
- Physical plant needs
- Personnel needs
- Enrollment levels
- Other "planning determinants and projections" to assure a "quality system of higher education."

The plan must also detail the involvement of institutional constituency groups such as faculty, students and staff; "clientele" of the institution; and the "general public."

The institutional master plan must be established for a period of three to six years and may be revised as necessary.

Campus Development Plan

C.S.R. 133, Series 12, §3.1 requires each institutional Board of Governors to develop and implement a campus development plan that establishes the institution's physical plant needs in relationship to the statewide master plan and its institutional compact, institutional master plan and institutional mission.

An institution's campus development plan forms the basis for institutional recommendations and capital improvement requests. The plan must be updated at least every ten years with a progress report filed every five years.

Five-Year Capital Implementation Plan

Based upon approved campus development plan, C.S.R. 133, Series 12, §3.2 requires the Board of Governors to develop and implement a five-year capital implementation plan that identifies projects to be undertaken during the five-year period. This plan serves as a basis for institutional funding by the Higher Education Policy Commission.

An institution may revise its campus development plan by submitting revisions to the HEPC for approval. A second update of the five-year plan that reflects the second part of the campus development plan must be submitted to the Commission for approval.

Annual Capital Budget Plan

As a part of an institution's annual budget, C.S.R. 1333, Series 12, §3.2.2 requires the Board of Governors to list projects that are consistent with the approved campus development plan and the five-year implementation plan.

Strategic Statement

The Statewide Master Plan contains five planning areas with 33 recommendations or goals and 100 strategies for achieving those goals. As a public institution of higher education in West Virginia, West Liberty State College is committed to fulfilling its duties and responsibilities to pursue the public policy goals established by Higher Education Policy Commission and approved by the people of West Virginia through their elected representatives in the Legislature and the Governor.

While our institutional master plan and campus development plan provide West Liberty State College a method to fulfill its obligations as a public institution, the role of the Strategic Statement is to set forth in a clear and concise manner a strategic platform from which we shall seek *distinction* and *distinctiveness* in two specific areas: the total student learning experience and our academic "pillars of distinction."

In an increasingly competitive academic environment, the key to sustainability lies in our ability to achieve distinction and distinctiveness by demonstrating (1) our competitiveness with our peer institutions and (2) our ability to achieve remarkable results based upon our size and our commitment.

In particular, our Strategic Platform shall serve as our philosophical foundation and include our institutional *mission*; the enduring *values* we embody as an institution of higher education and a campus community; and our shared vision for the future of West Liberty State College.

As a student-centered institution, our Strategic Statement will identify and prioritize those special attributes or features of the total student learning experience for which West Liberty State College seeks to be known, admired and valued. The “total student learning experience” includes those experiences shared in common by all students regardless of their major.

Moreover, the competitiveness of today’s academic environment also requires that our Strategic Statement identify and prioritize academic programs, program clusters or program themes (“Pillars of Distinction”) that are best positioned to enhance the college’s visibility, academic reputation and competitiveness.

The planning documents that reflect our commitment as a public institution are intended to serve as a guide for administrators in preparing and executing their duties and responsibilities. Traditionally, the detail contained within the documents and the style employed in presenting the plan’s contents do not lend themselves to easy consumption by all campus constituencies or the public, in general.

In contrast, the purpose of the Strategic Statement is to provide all members of every campus constituency and the public, at large, with a simple, clear and concise declaration of:

- Our mission;
- Our core values;
- Our vision for the future;
- The specific areas of our total student learning experience for which we seek to be known, admired and valued; and
- The “Pillars of Distinction” that will enhance our visibility, academic reputation and competitiveness.

A clear and concise Strategic Statement that can be read, understood and embodied by all will provide the unity that is vital to our growth and our ability to fulfill our mission.