

WEST LIBERTY STATE COLLEGE
BOARD OF GOVERNORS

August 31, 2005

3:30 p.m.

R. Emmett Boyle Conference Center
WLSC

AGENDA

1. Call to Order Mr. Twigg
2. Approval of Minutes*
Full Board 06/22/05:5 Min..... Mr. Twigg
3. Swearing In of New Board Members*5 Min..... Mr. Twigg
4. President's Report10 Min..... Dr. Owens
5. Rules and Policies (approval)*15 Min..... Mr. Twigg
 - No. 23-Non-Classified Salary Policy
 - No. 24-Classified Staff Salary Policy
 - Reapproval of Policies Passed in June (Nos. 14, 16, 19 and 21)
6. HEPC and Legislative Update (www.hepc.wvnet.edu)5 Min..... Dr. Owens
7. Academic Affairs.....10 Min..... Dr. McCullough
 - (a) Update
 - (b) Policy No. 217-Criteria for Faculty Rank & Promotion* (approval)
8. Capital Campaign Public Phase Announcement5 Min..... Mrs. McIntyre
9. Enrollment Update30 Min..... Dr. Carpenter
10. Budget and Finance15 Min..... Mr. Henry
 - (a) Finance Committee Meeting Report
 - (b) Unaudited Finance Statement

11. Adjournment

*Action Items

NOTE: Dedication of the gallery in the Hall of Fine Arts building will be at 5:30 p.m. this evening. All Board members are cordially invited.

Minutes
WEST LIBERTY STATE COLLEGE
BOARD OF GOVERNORS
Wednesday, June 22, 2005

ATTENDANCE:

Board Members: Al de Jaager, Jim Frum, John Gompers, Dan Joseph, Roseanna Keller, Mary Kosar, Andrew Lewis, Will Turani, Bernie Twigg

Unable to Attend: Larry Miller, John Moore, Niall Paul

Administration/Faculty/Staff: John Davis, Patrick Henry, John McCullough, Genny McIntyre, Richard Owens, Tammi Secrist, Brian Warmuth

1. **Call to Order:**

Mr. Gompers called the meeting to order at 5:48 p.m.

2. **Approval of Minutes:**

Full Board
04/27/05

Executive Committee
None

ACTION ITEM I:

Mr. Gompers asked if there were any changes to the minutes. A motion to approve the minutes of the full Board of April 27, 2005, was then made by Jim Frum and seconded by Will Turani; motion passed unanimously.

3. **President's Report:**

Dr. Owens gave an update on progress on the summer projects involving bond money and private donations. When these projects are complete, a time will be arranged in the fall for the Board members to tour the various facilities. Dr. Carpenter will give an enrollment update later in the meeting, but projections are currently stable. Having met with local school superintendents, the demographics are not good; with the example of John Marshall High School having a 25% smaller graduating class than four years ago. All superintendents are predicting lower enrollments. We are working hard on enrollment, along with new marketing initiatives and developing new growth from these markets, both geographically and demographically. We are ahead of schedule as we continue to work toward the benchmark for terminal degrees to assume university status.

To clarify information on salary increases, the Board approved the FY '06 budget, which included a 2% increase for all employees. The policy commission and chancellor, by order of the governor, informed WLSC we may not implement this increase until approval of the governor following the special session of the legislature to be held at a later date.

Dr. Owens is preparing material for Mr. Twigg for the four-year presidential review. He will be talking with the Trumpet and various groups on campus with regard to the process and what is involved. By starting now we will have plenty of time to prepare and plan.

Mr. Gompers asked how the consultants were chosen for the review process. A brief discussion followed with regard to the policy and process. Clarification will be obtained on the policy and whether or not financial assistance is available for the process through the HEPC. The process can become costly and has not been budgeted for in the FY '06 budget. John Davis stated that information provided for in code would supercede policy.

We are in receipt of the deed to the land and buildings from the Chancellor's office for the transfer of real property from all predecessor organizations to the Board of Governors. John Gompers will handle the processing and filing of these documents. These documents will be kept on file at the college.

4. **Budget and Finance:**

(a) Committee Report:

Mr. Henry distributed a hand out of the budget to date for FY '05. With ten days remaining in the fiscal year, we should complete the year in the black. The Bond Council has been working on the bond covenants with the trustees, WesBanco, and Charleston. We are in compliance with the bond covenants and everything is in place for year-end, with reserves in bond monies. We will have one week to make any adjustments at year-end.

Mr. Turani stated the proposed two-year on-campus living requirement to be discussed later in the meeting deserves full board consideration. This proposed policy was discussed in the Finance Committee meeting, along with its financial impact. This is a significant policy.

5. **Rules and Policies (approval):**

At the March 16, 2005 meeting, the Board of Governors approved the dissemination of the listed policies. With the exception of Policy No. 15, no comments were received by the close of the 30-day comment period. Therefore, the Board of Governors is asked to approve these policies as attached.

Mr. Davis noted recent discussions between Dr. Owens and Ed Stewart, Classified Staff Council Chair, along with other comments that have been received in the 30-day comment period with regard to Policy No. 23-Non-Classified Salary Policy and the need to leave out for another 30-day comment period. Also, in order to be consistent, Policy No. 24-Classified Staff Salary Policy should also be extended in the comment period in order to keep language between these two policies consistent.

Mr. Gompers asked for a motion to extend the 30-day comment period for Policy Nos. 23 and 24. A motion was then made by Roseanna Keller and seconded by Jim Frum; motion passed unanimously.

Mr. Davis noted that since July 2001, through legislation, this board is required to have its own voice and policies. These nine, for the most part, have been in existence but now need recognized as WLSC Board policies. This having been said, there is also a policy manual with over 100 policies each employee receives when hired. Brian Warmuth is currently working on revising these policies and will appear in the future for 30-day comment.

A discussion followed with regard to Policy No. 15 and the noted revisions.

ACTION ITEM II:

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

- **No. 14 - Regulation of Speed, Flow and Parking of Vehicles on Campus**
- **No. 15 – Productivity of Faculty and Administrators**
- **No. 16 – Awarding of Undergraduate Fee Waivers**
- **No. 17 – Tuition and Fee Waivers for Those 65 or Older**
- **No. 18 – Credit Toward Graduation for Service in Public Schools**
- **No. 19 – Disposition of Obsolete and Unusable Equipment & Supplies**
- **No. 20 – Administrators Requiring Teaching or Research**
- **No. 21 – Making Agendas Available to Public**
- **No. 22 – Employment Innovations**

A motion to approve Policy Nos. 14 through 22, along with any revisions, was then made by Al de Jaager and seconded by Jim Frum; motion passed unanimously.

6. **Election of Officers:**

Mr. Gompers presented to the board that the current officers are requested to renew their positions for another one-year term. The current officers are Bernard Twigg, Chair, John Moore, Vice Chair, and John Gompers, Secretary.

ACTION ITEM III:

Resolved, that the current officers will renew their positions for another one-year term. A motion to approve the current officers was made by Jim Frum and seconded by Roseanna Keller; motion passed unanimously.

7. HEPC and Legislative Update (www.hepc.wvnet.edu):

Dr. Owens attended a one-day retreat followed by the regular HEPC meeting earlier this month. The meeting was very productive with good dialogue, more open conversation, and good presentations on issues that remain very germane for WLSC. New standards to go into effect for the fall 2008 semester were discussed. Wording of some standards will change from "or" to "and." A significant number of students would not gain admission if these standards were in place today. Collaboration with K-12 and higher education is needed to make these standards work.

Another issue at the HEPC meeting was the zero step issue, which we are and have been in compliance with for quite some time. Other institutions have not brought all of their employees up to zero step. We are also one of the few institutions who have made good progress on the mercer salary schedule for classified employees.

Much of this meeting was routine business and approvals of initiatives. As mentioned earlier, we are now waiting for the special session and whether the state will approval the salary increase.

A discussion followed on raising standards and increasing enrollment. In the early 1990's Dr. Campbell made a slight increase in the admission standards and enrollment did go up. Evidence shows it will work, as it has at other institutions and other states. Additional discussion followed on the conditional acceptance of students and other factors for admission.

8. Academic Affairs:

(a) Update

Dr. McCullough gave an update on the six faculty positions that have been filled, five holding terminal degrees and the sixth earning their degree in December. Interviews are currently being scheduled for the remaining five open positions, with the nursing area being the most difficult to fill due to the highly competitive field. As stated previously, we are making excellent progress on terminally qualified faculty.

The B.A.S. Program, which the Board approved for submission in March, has received approval from Charleston for the fall 2005 semester. The program has identified six areas of emphasis, which are not the same as any existing degree. We feel there will be a strong market for students from the community colleges.

Faculty contracts will be mailed on Friday. With the exception of three promotions, there will be no base salary increases for faculty.

(b) Policy No. 217-Criteria for Faculty Rank & Promotion (30-day comment)

The practices that are comprised in this proposed policy have been utilized for a number of years. Changes to the policy are noted on pages 1 and 5, which are basically a clarification of terminology.

Based on *West Virginia Code* and Higher Education Policy Commission rule, this policy must be reviewed and disseminated to constituent (faculty, staff, and student) groups for comment prior to final adoption by the Board of Governors. The WLSC Board of Governors is asked to approve the dissemination of this policy for comment. Following a 30-day period for the receipt of comments, the Board of Governors will take final action on this policy.

ACTION ITEM IV:

Proposed Resolution: Resolved, that the West Liberty State College Board of Governors approves the dissemination of WLSC Policy No. 217, "Criteria for Faculty Rank & Promotion" to constituent groups for a 30-day comment period. A motion to approve was made by Al de Jaager and seconded by Mary Kosar; motion passed unanimously.

9. **Enrollment:**

(a) Update

Dr. Carpenter distributed an enrollment report and reported transfers and in-state numbers are up, but out-of-state numbers are way down. Overall we are holding our own with an increase in numbers by 25. A detailed breakdown of where students are has been compiled through one-on-one contact.

J. D. stated we are currently down 220 students as of this date in June. Through personal contact we know 80 have yet to register and 60 are doing something else. The remaining students are unaccounted for at this time. There does not seem to be one issue or reason students are not returning to West Liberty. He went on to discuss the various committees in place and data analysis that has been done recently to see where students are going from West Liberty.

A discussion followed with regard to enrollment and identifying problem areas more quickly. When asked how numbers in our admissions office stack up compared to other schools, it was noted other schools have at least two more people in their admissions office.

Mr. Gompers stated he feels Dr. Carpenter is candy coating the information given to the Board. He noted what could happen if West Liberty stays down the number of students we are down. He's upset with these numbers and tired of hearing about "demographics for the area" as an excuse and what we have in the "pipeline." Numbers have been down three years in a row where for the five years previous to this time numbers had been up. This is not acceptable.

A discussion followed with regard to the many issues with enrollment and various ideas, such as students going out as recruiters.

(b) Proposed Two-Year On-Campus Living Requirement

Dr. Carpenter discussed the one page handout on language for the BOG Housing Policy. This policy would require first time full-time students who are freshmen or sophomores, having completed less than 60 hours, to live in campus residence halls, unless they are commuting from the home of a parent or guardian, married, have children, have completed military service, or are 21 years of age or older. This requirement would help WLSC connect with the campus community.

Mr. Frum and others voiced concerns with regard to student input on this proposed policy and how it will effect enrollment. Limiting to freshmen is understandable but sophomores present the potential ramification of losing students. Dr. Owens discussed the reasons along with the updates in the residence halls, the social aspect of living off campus, and alcohol.

Many colleges and universities have this type of policy. Some of these policies are more restrictive than the proposed policy for West Liberty. WLSC is one of the few who do not have a policy of this type in place. A discussion followed with regard to the financial aspect and possible ramifications to such a policy. No motion was made on this policy.

(c) Approval of Non-Classified Positions

Dr. Owens read the resolution regarding the creation of two non-classified employee positions, those being "Assistant Women's Basketball Coach/Assistant Retention Specialist" and "Assistant Men's Basketball Coach/Admissions Counselor."

Dr. Carpenter then explained the details and funding of these positions. The idea is these positions would be revenue neutral. Athletics and Student Affairs came together to address various issues and funding. The major portion of funding for these positions is through existing funds due to requests by various employees to be placed at lower FTE's. The non-classified categorization is driven by the athletic nature of these positions.

Andrew Lewis asked how candidates for these positions would be chosen, to which Dr. Carpenter replied it would be based on the candidate pool.

A discussion followed when Mary Kosar asked if these positions would be policy or critical, and what the numbers and percentages were in these areas for WLSC overall. Brian Warmuth stated code indicates it is benefits eligible employees, which would include faculty, and put WLSC under

the 20% benchmark. John Davis will contact Bruce Walker on clarification as to whether faculty should be calculated into these numbers. These numbers are important and need to be correct.

The discussion continued on how positions of this type were previously handled. A WV48 would be used in the past. We can no longer utilize the WV48 unless a legitimate vendor is registered with the state of West Virginia.

The question was asked if current coaches are eligible to be hired for these positions. J.D. stated the women's coach does meet the minimum qualifications but was not familiar with the men's coach.

Mr. Davis stated president's council had met with regard to these positions and are not uncomfortable with the mixed positions. It was felt this was the best-case scenario at present. The qualified candidates will devote the proper amount of time to retention and admissions concerns.

Mr. Gompers suggested, subject to John Davis obtaining an interpretive ruling from Bruce Walker with regard to the non-classified calculation, that there be a motion approving these positions and to move on.

ACTION ITEM V:

Proposed Resolution: *Resolved*, that the West Liberty State College Board of Governors approve the creation of a non-classified position titled "Assistant Women's Basketball Coach/Assistant Retention Specialist" and another titled "Assistant Men's Basketball Coach/Admissions Counselor." A motion to approve was made by Roseanna Keller and seconded by Jim Frum; Mary Kosar and Andrew Lewis opposed.

10. Institutional Advancement Update:

Mrs. McIntyre distributed a handout containing breakdowns on area spending for marketing initiatives. Positive verbal feedback has been received on various factors of what most influenced a student's decision to attend WLSC. Information was gathered from application forms, the freshmen experience survey, and focus groups. More focus groups will be done in the future. All of these areas are a way to see what's working and what's not.

The question was asked how much is spent per student and at what point do you consider this feedback a success. Genny stated this is hard to measure but there was no number we are looking for. Much has to do with WLSC's overall image. Schools with half our enrollment spent exponentially more than we do. We pick areas where admissions can spend extra time. Parkersburg is an area currently being given more attention.

As of Monday, Development has received \$1.2 million in gifts, not generated from requests or other estate gifts. This is \$48,000 over goal and the most in the college's history for this type of gift. \$375,000 has been received in planned gift income this year in dollars, not pledges.

Two Foundation Board members visited the University of Oklahoma and met with their development area, which consists of a staff of 48. This visit produced positive results with good suggestions and strategies beneficial to WLSC.

11. Vision Draft: Process and Feedback:

Dr. Owens continues to receive feedback on the draft Vision. Much of the feedback is dealing with proving enrollment will increase and not go down. There is no way to prove this except to show other schools as examples, which have shown increases. The next phase would be to convene a strategic planning effort this fall with representation from the various campus groups and put these ideas out, utilizing the services of a professional planner and facilitator to see what emerges by way of ideas on what can be planned and implemented. The Vision is very intriguing to many and frightens a few. The alumni feedback is generally positive.

12. **Executive Session (Presidential Goals for FY '06 and Review of '05 Goals):**
Pursuant to WV Code 6-9A-4 subsection b-2-A, the Board retired to executive session to discuss presidential goals for FY '06 and review FY '05 Goals.

Following discussion in executive session a motion was made to accept the goals as amended by Al de Jaager and seconded by Roseanna Keller; motion passed unanimously.

13. **Adjournment:**
The meeting adjourned at 9:30 p.m.

Bernie Twigg _____
Chair

John Gompers _____
Secretary

mae

OATH OF OFFICE AND CERTIFICATE

STATE OF WEST VIRGINIA

COUNTY OF **OHIO** **TO-WIT**

I Aaron T. Wilkinson do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of West Virginia, and that I will faithfully discharge the duties of the office of the **West Liberty State College Board of Governors** to the best of my skill and judgment *SO HELP ME GOD*.

Aaron T. Wilkinson
Student Government President
520 S. York Street
Wheeling, WV 26003

(Signature of affiant) _____

Subscribed and sworn to before me, in said County and State, this thirty-first day of August, 2005.

**NON-CLASSIFIED SALARY POLICY #23
CLASSIFIED STAFF SALARY POLICY #24
WEST LIBERTY STATE COLLEGE**

Information Item

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

**POLICIES
WEST LIBERTY STATE COLLEGE**

Action Item

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

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

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

WEST LIBERTY STATE COLLEGE

Board of Governors

Policy No. 14

TITLE: REGULATION OF SPEED, FLOW AND PARKING OF VEHICLES ON CAMPUS

SECTION I. GENERAL

- 1.1 Scope – This rule establishes West Liberty State College policy in regard to the regulation of speed, flow and parking of vehicles on campus.
- 1.2 Authority – West Virginia Code 18-B-4-5 and 18B-4-6 and Chapter 17C.
- 1.3 All motor vehicles are subject to these regulations, to state laws, and local ordinances, where applicable, while on campus. The person in whose name the parking permit is issued or in whose name the vehicle is registered will be held responsible for any violation involving that vehicle.
- 1.4 Although the campus police officers will monitor parking lots, West Liberty State College assumes no responsibility for damage to or theft of any vehicle or its contents at any time while the vehicle is on campus.
- 1.5 The responsibility for finding a legal parking space rests with the vehicle's operator. A permit merely authorizes the individual to park on campus; it does not guarantee a place to park. Lack of space is not considered a valid excuse for violation of these regulations.
- 1.6 Pedestrians shall at all times be given the right of way at intersections and crosswalks.
- 1.7 The speed limit on campus is 15 miles per hour during normal conditions. When pedestrian traffic is heavy, vehicles should be driven more slowly.
- 1.8 Visitor parking permits may be obtained from the Office of Campus Safety and Police located at Shaw Hall. These permits are available to visitors only and authorize the holder to park his/her vehicle in the area designated as "Visitor's Parking" or where directed by Campus police.

SECTION II. PARKING PERMITS

- 2.1 Parking space on the campus is limited. Therefore, all spaces are permit parking only.
- 2.2 Permits may be purchased in Main Hall, Business Office, Monday through Friday from 8:00 a.m. to 4:00 p.m. The West Liberty State College Board of Governors will approve parking hangtag fees for faculty, staff, and students. This fee is subject to change.
- 2.3 Certain parking areas are designated as parking for faculty and staff only. Students are not authorized to park in those areas.
- 2.4 All individuals who park on campus must purchase a parking tag. Individuals living in West Liberty State College residence halls will be required to display a parking tag if parking on campus.
- 2.5 Hang tags must be purchased and displayed by the end of the first full week after the beginning of a semester. Should a parking tag be lost or stolen, it shall be the individual's responsibility to purchase a new parking tag. Parking tags expire on July 31st of each year.
- 2.6 Faculty, staff, and students' tags will be hung on the rear view mirror while on campus.

SECTION III. RESTRICTED PARKING AREAS

- 3.1 Marked loading zones.
- 3.2 Spaces having Visitor Parking designation.
- 3.3 Areas with painted diagonal stripes.
- 3.4 Areas where parking blocks the free flow of traffic.
- 3.5 Areas designated for the handicapped; \$100.00 fine for violators.
- 3.6 Areas reserved for West Liberty State College vehicles or other designated vehicles.
- 3.7 Areas reserved for faculty and staff with a valid parking permit.
- 3.8 Along roadways that do not have parallel parking lines, unless specifically authorized by Campus Police.
- 3.9 Along all two-way traffic roads, unless specifically authorized by Campus Police.

SECTION IV. VIOLATIONS

- 4.1 By state law, West Liberty State College officials have the authority to issue parking and traffic citations, to tow, and to collect a civil penalty for any violation of these regulations. Citations will be issued and vehicles may be towed for the following violations:
- Speeding or otherwise driving in a reckless manner.
 - Failure to stop, yield, or obey other traffic signals.
 - Failure to yield to pedestrians.
 - Failure to display a parking tag.
 - Failure to park within the marked space.
 - Parking in an area other than a designated parking area.
 - Parking or driving on sidewalks or grass.
 - Unauthorized parking in spaces reserved for visitors.
 - Unauthorized parking in spaces reserved for the handicapped, or blocking wheelchair access to sidewalks and ramps; painted blue.
 - Blocking fire lanes, other vehicles, roadways, fire hydrants, and entrances to buildings.
 - Failure to move a vehicle when requested to do so for snow removal or for other emergencies.
 - Driving a vehicle into any area that has been closed off by barricades.
 - Parking or riding motorized vehicles in campus buildings.
 - Violations specified in WV Code, Chapter 17C.

SECTION V. PENALTIES

- 5.1 Campus Police may issue a parking citation. Individuals receiving a parking citation must report to the Business Office in Main Hall, and pay a penalty of ten (\$10) dollars within ten (10) working days. Office hours are Monday through Friday 8:00 a.m. to 4:00 p.m., excluding West Liberty State College declared holidays. Under provision of state law, should the individual fail to pay the penalty within the ten (10) working day period, the citation may be turned over to the magistrate, who will have jurisdiction over the case henceforth. Any person cited, and subsequently found guilty by the magistrate, shall be subject to a fine of not less than ten (\$10) dollars plus court costs for each offense.

NOTE: Fine for misuse of space designated for disabled is \$100, WV Code 17C-13-6 effective June, 1995. Any appeal to have a parking fine adjudicated must be made within 10 working days of the date of citation. Students and employees may appeal to the Office of Campus Safety. Students who fail or refuse to pay the prescribed penalty shall also have their students records placed on hold until such a time that all penalties have been removed from the records.

Approved by the WLSC Board of Governors on 06/22/05.

WEST LIBERTY STATE COLLEGE

Board of Governors

Policy No. 16

TITLE: AWARDING OF UNDERGRADUATE FEE WAIVERS

SECTION I. GENERAL

- 1.1 Scope – This rule regards the awarding of undergraduate fee waivers.
- 1.2 Authority – West Virginia Code § 18B-10-5.

SECTION II. UNDERGRADUATE FEE WAIVERS

- 2.1 The term "Undergraduate Fee Waiver" refers to all tuition and fee waivers authorized by Chapter 18B, Article 10, Section 5 of the West Virginia Code.
- 2.2 The maximum number of authorized undergraduate fee waivers at the institution shall be determined by multiplying the previous fall semester's FTE enrollment by 5%. This is in addition to the 5% increase in waivers allocated to WLSC in the summer of 2003.
- 2.3 Awards made under this program shall provide for the waiver of tuition and registration fees. In addition, the institution shall have discretionary authority to waive one or more of the component parts of the college fees (includes such fees as the activity, athletic, and student union, and operations fees) and/or special fees assessed to students in designated academic fields (e.g.: engineering fee, health profession fee).
- 2.4 Waiver reports shall be submitted to the Board of Governors in accordance with the following general provisions:
 - The institution will submit a summary report to the Board of Governors on July 1 of each year. This report will list all waiver awards for the entire academic year and will be presented to the board as a matter of information.
 - Each award recipient should be listed and a permanent hometown address provided. Both new and renewal recipients must be included.
 - Each waiver recipient should be listed within the single category which reflects the primary reason a fee waiver was awarded.

Approved by the WLSC Board of Governors on 06/22/05.

WEST LIBERTY STATE COLLEGE

Board of Governors

Policy No. 19

TITLE: DISPOSITION OF OBSOLETE AND UNUSABLE EQUIPMENT & SUPPLIES

SECTION I. GENERAL

- 1.1 The Board has the authority to dispose of obsolete, surplus and unusable materials, supplies and equipment, either by transfer to other governmental agencies or institutions, by exchange or trade, or by sale as junk or otherwise.
- 1.2 The Chief Procurement Officer or designee shall identify and inventory the institution's obsolete, surplus and unusable materials, supplies and equipment and shall store these materials, supplies and equipment until such time as they may be disposed of in a manner consistent with state law and the rules, regulations and procedures of the Board.
- 1.3 Under no circumstances shall any obsolete, surplus and unusable materials, supplies and equipment be sold, transferred or conveyed to any private person, firm or corporation other than at public auction or by sealed bid or as otherwise provided in West Virginia Code § 18B-5-7.
- 1.4 The funds the institution receives from the sale of obsolete, surplus and unusable materials, supplies and equipment shall be deposited in the institutional account originally used to purchase said materials, supplies and equipment if such account is readily ascertainable, minus any administrative costs associated with the disposal. If such account is not readily ascertainable or no longer exists, the net proceeds shall be deposited in an appropriate account as determined by the Chief Financial Officer.

SECTION II. METHODS OF DISPOSAL OF OBSOLETE, SURPLUS AND UNUSABLE MATERIALS, SUPPLIES AND EQUIPMENT

- 2.1 West Liberty State College may dispose of obsolete, surplus and unusable materials, supplies and equipment in one or more of the following manners:
 - Trade in on replacement materials, supplies and equipment if the trade in value is advantageous to the institution as determined by the Chief Procurement Officer or designee;
 - Sale to the general public by sealed bid or at public auction;
 - Transfer to municipal, county, state and federal agencies and institutions.
- 2.2 The chosen method should be one that has the best prospect of yielding the greatest return to the institution after the cost of the sale has been deducted from the revenue derived. Transfers to other governmental agencies and institutions should cover those aspects that will enhance the institution's public awareness in the local community and in the interest of providing a needed service to the community.
- 2.3 The institution may take advantage of a trade in on replacement materials, supplies and equipment if the trade in value is advantageous to the institution as determined by the Chief Procurement Officer or designee.

SECTION III. SEALED BIDS OR PUBLIC AUCTION

- 3.1 Sales by sealed bid or at public auction may be conducted by any institution. Institutions shall, in accordance with state law and the rules, policies and procedures of the Board, develop their own procedures for conducting sales by sealed bid or at public auction, provided that (a) at least ten days prior to the disposition an advertisement of such sale shall be published as a Class 11 legal advertisement, as provided in West Virginia Code § 59-3-1 et seq. (which means two publications of a legal advertisement in a qualified newspaper occurring within a period of fourteen consecutive days with at least an interval of six full days within the period between the date of the first publication and the date of the second publication), in the county in which the equipment, supplies and materials are located; (b) the procedures are documented and available to all who are interested in participating prior to the date for receipt of bids or the date of the auction; and (c) that the institution has the right to reject all bids and that all sales are final.
- 3.2 Original documentation of the sealed bid process or auction shall be kept by the institution for a period of one year. After that date, the documentation may be reproduced and archived on microfilm or other equivalent method of duplication for review or auditing purposes.

SECTION IV. TRANSFER TO MUNICIPAL, COUNTY, STATE AND FEDERAL AGENCIES AND INSTITUTIONS

- 4.1 Transfers of obsolete, surplus and unusable materials, supplies and equipment may be made to municipal, county, state and federal agencies and institutions. The Chief Procurement Officer shall keep a record of such transfers containing the following information on each item:
- Inventory tag number, if applicable;
 - Description;
 - Model number, if applicable;
 - Serial number, if applicable;
 - Present value of the materials, supplies and equipment; and
- 4.2 These records shall be kept as a public record open to public inspection for a period of two years. These items shall be removed from the institution's inventory.

SECTION V. REPORTING REQUIREMENTS

- 5.1 All inventories of surplus equipment, supplies and materials sold shall be kept as a public record open to public inspection for a period of two (2) years.
- 5.2 As provided in West Virginia Code § 18B-5-7. The board shall report semiannually to the Legislative Auditor all sales of commodities made during the preceding six months. The report shall provide an itemized listing of each commodity sold and include the inventory tag number, a description of the commodity, the name of the buyer and the price paid by the buyer. The dates for these reports are February 1 for the period of July 1 through December 31 and August 1 for the period of January 1 through June 30. The form and format of this report shall be as required by the Legislative Auditor.

SECTION VI. SURPLUS REMOVAL CONTRACTS

- 6.1 Any contracts for removal of obsolete, surplus and unusable materials, supplies and equipment shall be issued by the Chief Procurement Officer in accordance with state law and the policies, procedures and guidelines of the board.

SECTION VII. REDEPOSIT OF FUNDS

- 7.1 All monies derived from the sale of obsolete, surplus and unusable materials, supplies and equipment must be redeposited as follows, provided the account originally used for the purchase is readily ascertainable, minus any administrative costs associated with such sale.
- 7.2 If such account is not readily ascertainable or no longer exists, the net proceeds shall be deposited in an appropriate account as determined by the Chief Financial Officer.
- Purchases made from general revenue funds must be deposited according to FIMS requirements for refunds into the general revenue fund; and
 - Purchases made from special revenue funds must be redeposited into the same fund from which the expenditure originally occurred.

Approved by the WLSC Board of Governors on 06/22/05.

WEST LIBERTY STATE COLLEGE

Board of Governors

Policy No. 21

TITLE: MAKING AGENDAS AVAILABLE TO PUBLIC

SECTION I. GENERAL

- 1.1 Scope – This rule establishes West Liberty State College policy in regard to making agendas available to the public.
- 1.2 Authority – West Virginia Code § 6-9A-3.

SECTION II. MEETINGS

- 2.1 All Board meetings are open to the public.
- 2.2 Media representatives are welcome to attend open meetings.
- 2.3 West Liberty State College will notify the public and media of the date, time, place, and purpose of each meeting by notifying the Secretary of State to permit advertisement in the State Register at least five (5) calendar days prior to the date of the meeting. This information will also be available on the campus of West Liberty State College in the Board of Governor's book located in the Elbin Library, and the meeting agenda will be listed under the Board of Governor's web page.
- 2.4 When appropriate, and in accordance with § 6-9A-4 of the Open Meetings Act, the Board may go into executive session (closed to the public). No decisions will be made in executive session.

SECTION III. MINUTES

- 3.1 Minutes of all open meetings will be taken and made available to the public on the BOG web site within a reasonable time after the meeting. Minutes shall include: date, time, and place of the meeting; name of each member present and absent; all motions, proposals, resolutions, orders, ordinances, and measures proposed, the name of the person proposing and the disposition; the results of all votes; and when requested by a member, the vote of each member by name.

Approved by the WLSC Board of Governors on 06/22/05.

WLSC Personnel Policy & Procedure
#217, Criteria for Faculty Rank & Promotion

ACTION ITEM

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

Proposed Resolution: *Resolved*, that the West Liberty State College Board of Governors approves the attached revised Policy No. 217, “Criteria for Faculty Rank & Promotion.”

WEST LIBERTY STATE COLLEGE
PERSONNEL POLICY & PROCEDURE

Policy Number: 217	Effective Date: 06/23/86
Policy Title: Criteria for Faculty Rank & Promotion	Revised: 07/01/97
Approval Date: 23 June 1986	President's Signature:

CRITERIA FOR FACULTY RANK AND PROMOTION

In accordance with [Higher Education Policy Commission's Series 9](#), "Academic Freedom, Professional Responsibility, Promotion, and Tenure," West Liberty State College establishes the following faculty ranks and sets the following guidelines to determine eligibility for appointment to or promotion to these faculty ranks.

Deleted: West Virginia State College Board of Director's Rule #36

West Liberty State College establishes four of the most important areas of faculty evaluation to be: teaching, professional activity, professional conduct, and service. As an undergraduate teaching institution, excellence in classroom teaching is the most important criterion, [but professional activity, service, and professional conduct are also extremely important](#). For promotion to the rank of assistant professor, quality teaching constitutes a heavily weighted criterion for promotion. Promotion to the ranks of associate or full professor requires satisfactory completion of additional criteria which are listed in the policy which follows. For the upper two professional ranks, quality teaching constitutes a necessary but not sufficient condition for promotion.

TEACHING:

To establish the quality of teaching, evaluation may make use of, but is not limited to, peer evaluation, self-evaluation, department chair evaluation, student evaluation, or instruments applicable to a particular academic discipline. Cumulative evaluation of classroom performance will be utilized. Instructor's materials such as goals and objectives, course syllabi, examinations, handouts, etc. will also be introduced into the analysis. It is the responsibility of the [faculty member](#) to assure that these materials are completed, included in his/her permanent record, and presented [in the portfolio](#) during the [promotion review](#) process.

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PROFESSIONAL ACTIVITY:

To establish the quality and/or quantity of professional activity, evaluation may make use of, but is not limited to, scholarly contributions, unrefereed publication, refereed publication, professional conference presentation, professional membership and activity, professional development, professional grants, professional honor and/or recognition, or earned degrees. It is the responsibility of the [faculty member](#) to submit these materials for inclusion in his/her permanent record with the College and to present these [in the portfolio](#) during the [promotion review](#) process.

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PROFESSIONAL CONDUCT:

Professional conduct, as defined by the March 23, 1970 resolution "Statement on Professional Ethics" (Policy & Procedure Manual, Introduction, [Faculty Senate](#)), must be established and documented by written statements provided by faculty, administrators, staff, students, or persons external to the College. These statements may be provided in accordance with the request of the Promotion [Review](#) Committee or of the candidate for promotion, and the candidate shall have the opportunity to review and respond to any or all such statements. The promotion candidate, by applying for promotion, grants the right to members of the Promotion [Review](#) Committee to review his/her confidential permanent record **FOR THE TERM OF PROMOTION REVIEW ONLY**, and any personnel file item(s) relating to the candidate's professional conduct may be introduced into the promotion review by members of the Promotion Review Committee.

SERVICE:

To establish the quality and/or quantity of service, evaluation may make use of, but is not limited to, service to the West Liberty State College academic community or the academic community in general. Voluntary activity should be documented as part of this criterion. Academic and/or administrative assignments, whether

voluntary or assigned, should be documented. It is the responsibility of the faculty member to include these materials in his/her permanent record with the College and to present these during the promotion review process.

- Deleted: professor
- Deleted: submit
- Deleted: evaluation

TIMELINE AND PROCESS:

The timeline and process by which a faculty member will request promotion in rank and be considered are given below:

1. Application for promotion in rank must be submitted **IN WRITING** to the appropriate Department Chair, with copies to the Dean and the Provost/Vice President for Academic Affairs, no later than **MARCH 1** of the calendar year in which the application will be considered. With the exception of the variance given below, no application for promotion received after this date will be considered in that academic year.

If the applicant for promotion is a candidate for a degree which is a requirement for award of the promotion requested, and if the degree work may reasonably be assumed to meet the following requirements on or before October 1 of the evaluation year, the applicant may apply for promotion by March 1, even though the required degree is not "in-hand" at the time of the initial application for promotion. The degree candidate's committee chair and/or graduate school must attest, in writing, to the WLSC Provost/Vice President of Academic Affairs that:

- a. All required classwork has been satisfactorily completed
- b. All required comprehensive examinations have been passed
- c. All required research has been completed
- d. Thesis or dissertation have been completed, accepted, or defended
- e. The degree will be conferred before the conclusion of the academic year in which promotion application has been tendered

If the applicant for promotion does not or cannot produce the documentation listed above by October 1 OR if the required degree will not be conferred in the academic year in which promotion review is requested, the application **WILL NOT** be accepted in that academic year, and the applicant must defer application until a subsequent application cycle.

2. The applicant for promotion in rank must submit a portfolio supporting the application to the Department Chair no later than **OCTOBER 1** of year in which the application for promotion has been submitted. The applicant is responsible to provide all materials in the portfolio and is free to include additional materials which he/she feels may be pertinent.

3. If the portfolio has not been submitted by October 1, the candidate for promotion will not be considered in that academic year and must resubmit the application in a subsequent promotion cycle.

4. The Department Chair will name a Promotion Review Committee of three (3) faculty, exclusive of the Chair. If the department consists of less than three, the Chair will name sufficient faculty from other department(s) within the School to appoint this Committee. Such additional faculty will be named as a result of negotiation between the chair and the faculty member requesting promotion. The committee must be assembled by October 15.

A department member may decline this appointment only if a credible claim of conflict of interest may be presented, in writing, to the Department Chair, who will rule on the request.

- Deleted: evaluation
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- Deleted: The applicant may add materials to this portfolio until five (5) working days prior to the Promotion Committee's report to the department chair. Materials so added should be given to the department chair who will log these in and transfer them in a timely fashion to the Promotion Committee.
- Deleted: If the promotion portfolio is not submitted by the October 1 deadline, the applicant may request, in writing, that the department chair grant an extension. Extenuating circumstances must be credibly established to support the request. The department chair may grant the extension which, in no case, may extend beyond October 15.
- Deleted: or if the portfolio is not submitted by an extension date,
- Deleted: This portfolio deadline extension **WILL NOT** apply to a promotion applicant who has been granted on October 1 deadline to document conferral of a degree required for award of the promotion requested.
- Deleted: evaluation

If a member of the Promotion [Review](#) Committee may not, for any reason, complete his/her term, the Chair will name a replacement member to the Committee as a result of negotiation between the Chair and the faculty member requesting promotion.

5. The Promotion [Review](#) Committee will select its own chair who will be responsible to submit the Committee's formal recommendation, in writing, and the candidate's portfolio to the Department Chair by December 1.

The Department Chair will notify the candidate of the committee recommendation within five (5) working days of receipt of the recommendation, and the candidate will have the opportunity to provide an un rebutted response to the Department Chair no later than December 15. The applicant's response will be added to the portfolio.

6. The Department Chair will submit his/her formal recommendation, in writing, [a copy of the Committee's recommendations](#), and the candidate's portfolio to the School Dean by January 15. The Department Chair will notify the candidate of his/her recommendation by January 15, and the candidate will have the opportunity to provide an un rebutted response to the School Dean no later than February 1. The applicant's response will be added to the portfolio.

7. The School Dean will submit his/her formal recommendation, in writing, [a copy of the Committee's recommendation, a copy of the Department Chair's recommendation](#) and the candidate's portfolio to the Provost/Vice President of Academic Affairs by February 15.

The School Dean will notify the candidate of his/her recommendation by February 15, and the candidate will have the opportunity to provide an un rebutted response to the Provost/Vice President of Academic Affairs no later than March 1. The applicant's response will be added to the portfolio.

8. The Provost/Vice President of Academic Affairs will submit his/her formal recommendation, in writing, to the President of the College by March 15.

The Provost/Vice President of Academic Affairs will notify the candidate of his/her recommendation by March 15, and the candidate will have the opportunity to provide an un rebutted response to the President by April 1. The applicant's response will be added to the portfolio.

9. The President of the College will advise the candidate of his/her decision, in writing, by May 1.

10. Any deadline date which falls on a weekend or holiday will be extended to the next regular workday of the College.

11. The promotion portfolio which was prepared by the applicant will be returned to the applicant by the President by June 1. All other materials added to the portfolio file in the process of evaluation will become part of the applicant's confidential personnel file maintained by the Provost/Vice President of Academic Affairs.

A promotion in rank which is granted will take effect, along with any benefit(s) associated with promotion, [specifically, the 10% increase in base salary which represents the promotion increment](#), on the first contract day of the academic year following that in which the consideration for promotion was conducted.

ACADEMIC RANKS:

The academic ranks and the criteria for attainment of these ranks are:

A LECTURER:

A master's degree is preferred for the rank of lecturer but is not required. A bachelor's degree is required except in exceptional cases specified by the hiring department chair and confirmed in writing by the School Dean and Provost/Vice President of Academic Affairs. Teaching experience is preferred but is not required for appointment to the rank of lecturer.

The rank of lecturer is non-tenure only, is outside the probationary status of full-time faculty ranks given below, and appointment to this rank generally may not exceed six (6) years. Lectureships are subject to annual renewal and do not imply any presumption of a right to reappointment or to appointment as a probationary or tenured faculty member.

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B. INSTRUCTOR

A master's degree is required for the rank of instructor except in certain fields specified by the hiring Department Chair and confirmed in writing by the School Dean and Provost/Vice President of Academic Affairs. Teaching experience is preferred but is not required for appointment or promotion to the rank of instructors.

Tenure will not be granted to a person holding the rank of instructor.

C. ASSISTANT PROFESSOR

A master's degree plus fifteen (15) hours of graduate study beyond the masters degree in his/her field OR 45 semester hours of graduate work towards a doctorate are required for the rank of assistant professor. In addition, any persons being considered for appointment or promotion to this rank must satisfy the following criteria:

ASSISTANT PROFESSOR CRITERIA:

1. Documented teaching skill and effectiveness
2. Documented adherence to WLSC professional conduct statement
3. Three (3) years of full-time college teaching experience*

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*The experience requirement will be waived for persons who hold an earned doctorate at the time of initial employment as a full-time faculty member at West Liberty State College.

D. ASSOCIATE PROFESSOR

Six years of full-time college teaching experience are required before a person may apply for promotion from assistant to associate professor. For those who are hired with a doctorate completed, or the terminal degree in their field, the six-year experience requirement is reduced to four (4) years. In addition, the following criterion must be met:

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ASSOCIATE PROFESSOR CRITERIA:

1. Documented teaching skill and effectiveness
2. Documented adherence to WLSC professional conduct statement
3. Documented career contributions in either professional activity or service to the academic community
4. ABD* status towards the doctorate, the completion of a second master's degree, or completion of 30 semester hours of graduate credit beyond the master's in his/her field of study.

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*ABD status in a doctoral program is defined as satisfactory completion of comprehensive qualifying examinations and documented permission of the candidate's graduate program to proceed to the dissertation stage of the doctoral program.

E. PROFESSOR

An earned doctorate or terminal degree in field is required for the rank of full professor, but this rank will not be awarded simply for longevity of employment or completion of the doctorate/terminal degree. Sophistication in teaching, significant career professional/service achievements, and significant contribution(s) to the academic community must be documented. In addition, any person being considered for promotion to this rank must satisfy the following criteria:

PROFESSOR CRITERIA:

1. Documented improvement in teaching
2. Documented adherence to WLSC professional conduct statement
3. Ten (10) years of full time college teaching experience
4. Documented contributions in professional activity and service to the academic community beyond those cited at the time of promotion to associate professor.

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F. MERITORIOUS PROFESSOR

Only those faculty holding the rank of associate professor are eligible to apply for and to be designated by the President of the College as a West Liberty Meritorious Professor. Meritorious Professor appointment will be for a term not to exceed one (1) academic year, and no more than one faculty member may hold this designation at any given time.

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West Liberty Meritorious Professor designation is intended to recognize teaching faculty who have made major career contributions in teaching, professional activity or service and to provide incentive for further contributions by providing a one-quarter release from teaching during the term as Meritorious Professor. Designees may be in any combination of teaching, professional activity, or service.

Any WLSC faculty member meeting the basic requirements for Meritorious Professor may apply for this appointment by application directly to the President of the College by March 1 of the year in which evaluation is requested. It will be the responsibility of the faculty member to prepare and submit to the President, by October 1 of the evaluation year, a portfolio to document and support that faculty member's application.

The President will consider the applicant's qualifications, the financial capacity of the institution to support the Meritorious Professor release, and the proposed release time activity to determine if appointment as a WLSC Meritorious Professor will be offered. The applicant will be notified by the President, in writing, of his/her decision by May 1.

Any person wishing to be named West Liberty Meritorious Professor must meet the following criteria:

1. Documented outstanding achievement in teaching, professional activity, or service to the academic community.
2. Documented testimony that West Liberty State College colleagues and administrators recognize the applicant's achievements to be among the best at the College.
3. Documented adherence to WLSC professional conduct statement.
4. Agree upon appointment to provide a written summary of activities and accomplishments while holding appointment as WLSC Meritorious Professor. This report will be submitted to the President of the college no later than sixty (60) days of the completion of term as Meritorious Professor.

Should the President choose to extend a Meritorious Faculty appointment to any candidate, his/her decision will be communicated, in writing by June 1.

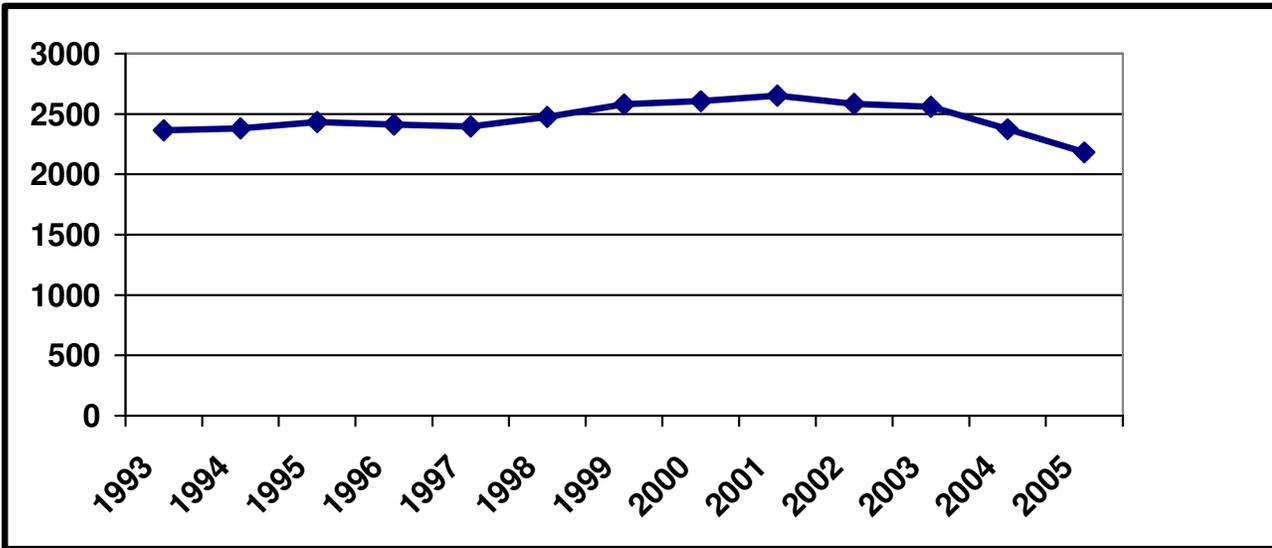
Enrollment Initiatives

1. For the first time in Fall 05, a full compliment of printed materials is available.
2. For the first time in Fall 05, electronic communications and e-mails will be added to the communications program.
3. Emphasis in Fall 05 will be placed on utilizing students in college fair programs.
4. Fall 05 will see the development of a comprehensive enrollment management plan.
5. Fall 05 will see the release of our interactive view book/CD package.
6. We have added another student recruiter position in the Summer of 05.
7. Fall 05 will see our first attempts at predictive modeling to better target students and increase yield rate.
8. Fall 05 will see the implementation of computer tracking software to assist in increasing yield rate.
9. We are now negotiating with SuperMail to design custom communication plans for individual prospects and applicants.
10. Emphasis is being placed on individual communications between counselors and students.
11. Personalized mailings will be sent to parents along with a brochure specifically designated for that population, as our students report parents heavily involved in the decision-making process.
12. The West Liberty Summer Honors Academy will be marketed again for Summer 2006.

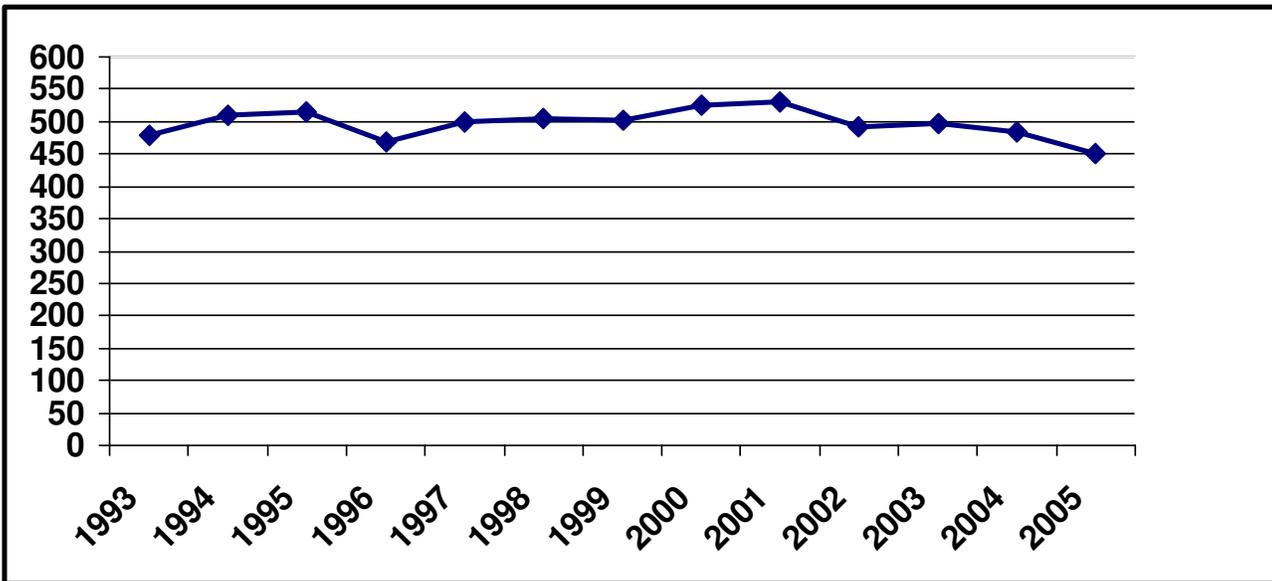
Retention Initiatives

1. Starting Fall 05, ALL first year students are registered for first year experience classes. Students historically taking this class at West Liberty have shown to increase retention rates. Many student development staff will be teaching the additional sections and faculty will receive additional training in transitional issues.
2. Project START is being continued for a second year with much better organization and training for mentors. Participation in the program is being integrated into the first year experience courses.
3. The HelpLine e-mail program is being expanded. Concerns shared will be sent to VP for Student Affairs/Enrollment, Housing, Counseling, the student's FYE instructor, and the student's Project START Mentor. This program utilizes intrusive advising.
4. Several Offices within the Division of Student Affairs have been reorganized into the Center for Student Success – including counseling, tutoring, advising for undecided majors, judicial affairs, and campus life. Counselor position re-worked into Retention Specialist position and Developmental Advising Specialist both reduced to .75 to be available more when students are on campus. Savings dedicated to the provision of an additional .4 “Assistant Retention Specialist” during semesters.
5. Coordinator of Campus Life position created and hired in May 05 to address issues of student involvement and engagement on campus and to accentuate social atmosphere and address commuter issues (the #4 reason students provide for not matriculating at a particular institution).
6. Parents utilized for the first time over summer 05 for incoming freshman class. Parents signed up for electronic newsletter (TopperLine). Parents will be communicating concerning student development issues and events on campus.
7. A subunit of the Enrollment Management Task Force spent the spring 05 semester developing a comprehensive retention plan for the campus with many of the initiatives being utilized and a primary focus on data management, tracking, academic advising, campus life, and institutional culture/customer friendliness.
8. ALL students this fall will have a WLSC E-Mail account which will greatly enhance our ability to communicate with students and subgroups of students with respect to campus events and information.

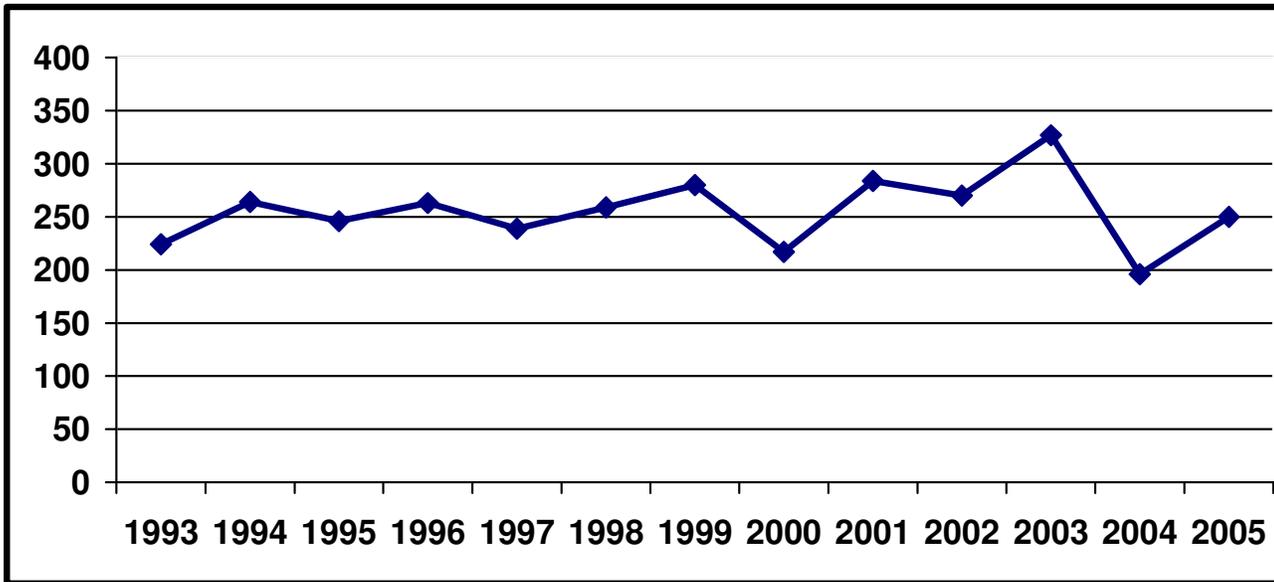
Total Headcount



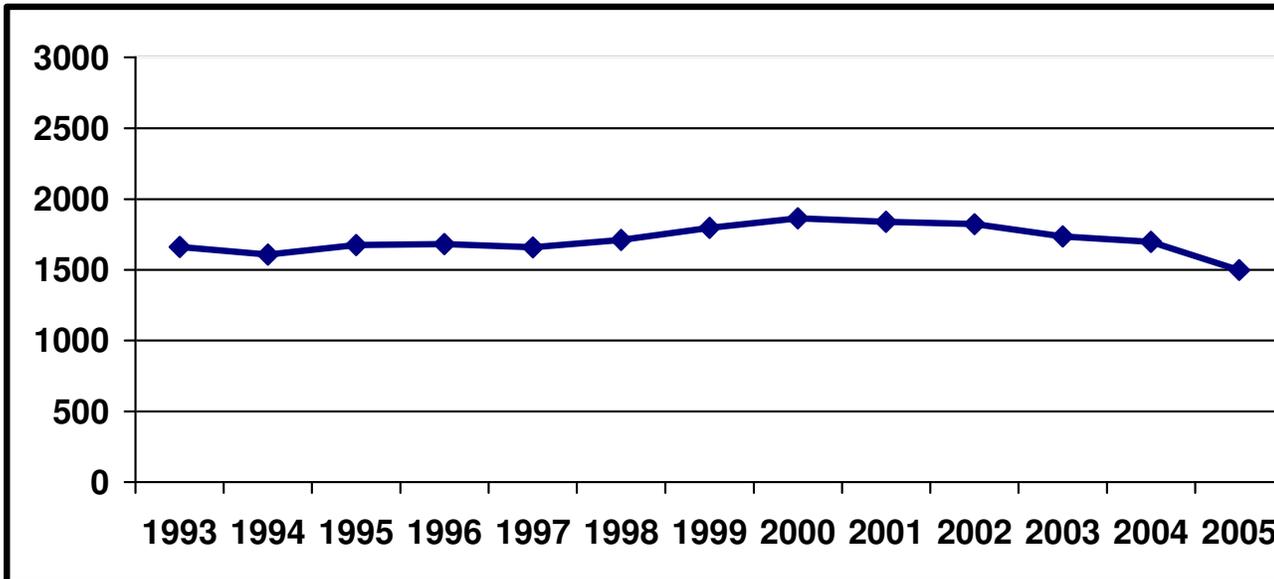
First Year Headcount



Transfer Headcount



Returning Student Headcount





WEST LIBERTY STATE COLLEGE

WEST LIBERTY, WV 26074-0295

INTERIM FINANCIAL STATEMENTS

FORTH QUARTER

June 30, 2005

APPROVED BY _____

TITLE _____

DATE _____

APPROVED BY _____

TITLE _____

DATE _____

WEST LIBERTY STATE COLLEGE

STATEMENT OF NET ASSETS

June 30, 2005

ASSETS:

Current assets:

Cash and cash equivalents	\$ 5,821,086
Appropriation due from Primary Government	18,509
Accounts receivable—net	714,255
Due from commission	9,045
Loans to students—current portion	291,176
Prepaid expenses	11,818
Inventories	87,026
Total current assets	<u>6,952,915</u>

Noncurrent assets:

Cash and cash equivalents	6,400,939
Loans to students—net of allowance of \$681,543	987,034
Capital assets—net	<u>34,859,412</u>
Total noncurrent assets	<u>42,247,385</u>

TOTAL ASSETS

\$ 49,200,300

LIABILITIES:

Current liabilities:

Accounts payable	\$ 442,793
Due to commission	25,910
Accrued liabilities	1,992,247
Deferred revenue	302,698
Compensated absences—current portion	461,218
Debt obligation to commission—current portion	219,993
Capital leases—current portion	357,880
Bonds payable—current portion	<u>355,000</u>
Total current liabilities	<u>4,157,739</u>

Noncurrent liabilities:

Advances from federal sponsors	1,531,396
Compensated absences	1,883,561
Debt obligation to commission	3,896,924
Capital leases	984,540
Bonds payable	<u>12,843,584</u>
Total noncurrent liabilities	<u>21,140,005</u>
Total liabilities	<u>25,297,744</u>

NET ASSETS:

Invested in capital assets—net of related debt	<u>20,448,981</u>
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Restricted for:

Expendable:

Scholarships	44,488
Debt service	1,112,312
Capital Projects	<u>540,671</u>
Total restricted expendable	<u>1,697,471</u>

Unrestricted	<u>1,756,104</u>
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Total net assets	<u>23,902,556</u>
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TOTAL LIABILITIES AND NET ASSETS

\$ 49,200,300

WEST LIBERTY STATE COLLEGE
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS
YEAR ENDED JUNE 30, 2005

OPERATING REVENUES:	
Student tuition and fees (net of scholarship allowance of \$2,108,251)	\$ 7,684,532
Contracts and grants:	
Federal	3,038,819
State	1,349,291
Private	124,616
Interest on student loans receivable	22,957
Auxiliary enterprise revenue (net of scholarship allowance of \$1,405,501)	5,286,672
Miscellaneous—net	<u>117,592</u>
Total operating revenues	<u>17,624,479</u>
OPERATING EXPENSES:	
Salaries and wages	10,607,687
Benefits	2,301,229
Supplies and other services	6,724,662
Utilities	1,277,357
Student financial aid—scholarships and fellowships	1,728,616
Depreciation	1,480,142
Loan cancellations and write-offs	26,091
Fees assessed by the Commission for operations	<u>172,060</u>
Total operating expenses	<u>24,317,844</u>
OPERATING INCOME(LOSS)	<u>(6,693,365)</u>
NONOPERATING REVENUES (EXPENSES):	
State appropriations	8,570,738
Investment income	209,258
Interest on indebtedness	(542,097)
Fees assessed by the Commission for debt service	(504,485)
Other nonoperating expenses—net	
Net nonoperating revenues (expenses)	<u>7,733,414</u>
INCREASE (DECREASE) IN NET ASSETS BEFORE TRANSFER	1,040,049
CAPITAL PROCEEDS FROM POLICY COMMISSION	675,000
CAPITAL GIFTS AND GRANTS	
TRANSFER OF LIABILITY FROM POLICY COMMISSION	
INCREASE (DECREASE) IN NET ASSETS	1,715,049
NET ASSETS—Beginning of year	<u>22,187,507</u>
NET ASSETS—End of period	<u>\$ 23,902,556</u>

WEST LIBERTY STATE COLLEGE

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS YEAR ENDED JUNE 30, 2005

OPERATING REVENUES:	
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NET ASSETS—End of period	<u>\$ 23,902,556</u>

WEST LIBERTY STATE COLLEGE

STATEMENT OF CASH FLOWS YEAR ENDED JUNE 30, 2005

CASH FLOWS FROM OPERATING ACTIVITIES

Student tuition and fees	\$ 8,439,682
Contracts and grants	4,440,502
Payments to and on behalf of employees	(13,138,117)
Payments to suppliers	(6,353,826)
Payments to utilities	(1,211,222)
Payments for scholarships and fellowships	(4,133,869)
Loans issued to students	(317,093)
Collection of loans to students	355,962
Auxiliary enterprise charges	6,389,903
Debt service assessed by Commission	(172,060)
Other receipts – net	112,223
Net cash used in operating activities	<u>(5,587,915)</u>

CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES

State appropriations	8,570,738
William D. Ford direct lending receipts	7,631,594
William D. Ford direct lending payments	<u>(7,632,287)</u>
Cash provided by noncapital financing activities	<u>8,570,045</u>

CASH FLOWS FROM CAPITAL FINANCING ACTIVITIES:

Purchases of capital assets	(6,756,383)
Capital gifts and grants	675,000
Proceeds from sale of assets	3,408
Principal paid on long term liabilities	(552,821)
Principal paid on bond obligations	(275,000)
Interest paid on bond obligations	(275,000)
Interest paid on long term liabilities	(291,406)
Decrease (Increase) in noncurrent cash and cash equivalents	5,902,372
Debt service assessed by Commission	(504,485)
Cash used in capital financing activities	<u>(2,546,377)</u>

CASH FLOWS FROM INVESTING ACTIVITIES:

Interest on investments	<u>275,449</u>
Cash provided by investing activities	<u>275,449</u>

(DECREASE) INCREASE IN CASH 711,202

CASH AND CASH EQUIVALENTS – Beginning of year 5,109,884

CASH AND CASH EQUIVALENTS – End of year \$ 5,821,086

WEST LIBERTY STATE COLLEGE

STATEMENT OF CASH FLOWS

YEAR ENDED JUNE 30, 2005

RECONCILIATION OF NET OPERATING INCOME (LOSS) TO NET CASH USED IN OPERATING ACTIVITIES:

Operating income (loss)	\$ (6,693,365)
Adjustments to reconcile net income (loss) to net cash used in operating activities:	
Depreciation expense	1,480,142
Changes in assets and liabilities:	
Due from Primary Government	197
Accounts receivable, net	(255,244)
Due from Commission	787
Loans to students, net	86,398
Prepaid expenses	(1,777)
Inventories	(8,613)
Accounts payable	(11,322)
Due to Commission	(74,168)
Accrued liabilities	303,924
Compensated absences	(468,072)
Deferred revenue	32,517
Advances from federal sponsors	(42,317)
Other operating activities	<u>62,998</u>

NET CASH USED IN OPERATING ACTIVITIES \$ (5,587,915)

WEST LIBERTY STATE COLLEGE
STATEMENT OF NET ASSETS
JUNE 30, 2005, 2004, 2003 AND 2002

	2005	2004	2003	2002
ASSETS:				
Current assets:				
Cash and cash equivalents	\$ 5,821,086	\$ 5,109,884	\$ 3,441,028	\$ 2,756,000
Appropriation due from Primary Government	18,509	18,706	19,175	
Accounts receivable—net	714,255	459,011	317,729	199,220
Due from Commission	9,045	9,832	19,663	
Loans to students—current portion	291,176	310,838	278,000	270,000
Prepaid expenses	11,818	10,041	880	7,350
Inventories	87,026	78,413	102,800	101,871
Total current assets	<u>6,952,915</u>	<u>5,996,725</u>	<u>4,179,275</u>	<u>3,334,441</u>
Noncurrent assets:				
Cash and cash equivalents	6,400,939	12,303,311	101,018	230,579
Loans to students—net of allowance of \$681,543 \$645,273, \$645,273 and \$708,428	987,034	1,053,770	942,448	968,339
Capital assets—net	<u>34,859,412</u>	<u>29,215,040</u>	<u>27,453,325</u>	<u>27,669,207</u>
Total noncurrent assets	<u>42,247,385</u>	<u>42,572,121</u>	<u>28,496,791</u>	<u>28,868,125</u>
TOTAL ASSETS	<u>\$ 49,200,300</u>	<u>\$ 48,568,846</u>	<u>\$ 32,676,066</u>	<u>\$ 32,202,566</u>
LIABILITIES:				
Current liabilities:				
Accounts payable	\$ 442,793	\$ 454,115	\$ 670,480	\$ 1,048,087
Due to Commission	25,910	100,078	9,921	
Accrued liabilities	1,992,247	1,688,323	508,311	435,273
Deferred revenue	302,698	270,181	366,598	405,494
Compensated absences—current portion	461,218	553,288	608,749	731,567
Debt obligation to Commission—current portion	219,993	213,944	286,902	243,495
Capital leases—current portion	357,880	382,528	357,456	348,508
Bonds payable—current portion	355,000	275,000	19,000	19,000
Total current liabilities	<u>4,157,739</u>	<u>3,937,457</u>	<u>2,827,417</u>	<u>3,231,424</u>
Noncurrent liabilities:				
Advances from federal sponsors	1,531,396	1,573,713	1,537,884	1,603,710
Compensated absences	1,883,561	2,259,563	2,048,998	1,706,914
Debt obligation to Commission	3,896,924	4,116,916	4,303,646	4,590,548
Capital leases	984,540	1,302,463	1,684,990	2,050,186
Bonds payable	<u>12,843,584</u>	<u>13,191,227</u>	<u>82,000</u>	<u>101,000</u>
Total noncurrent liabilities	<u>21,140,005</u>	<u>22,443,882</u>	<u>9,657,518</u>	<u>10,052,358</u>
Total liabilities	<u>25,297,744</u>	<u>26,381,339</u>	<u>12,484,935</u>	<u>13,283,782</u>
NET ASSETS:				
Invested in capital assets—net of related debt	<u>20,448,981</u>	<u>20,894,074</u>	<u>20,719,331</u>	<u>20,450,334</u>
Restricted for:				
Expendable:				
Specific purposes by State Code			1,080,526	913,818
Scholarships	44,488	280,187	58,781	57,179
Debt service	1,112,312	1,117,256	37,248	57,391
Capital Projects	540,671	800,596	734,838	231,595
Total restricted expendable	<u>1,697,471</u>	<u>2,198,039</u>	<u>1,911,393</u>	<u>1,259,983</u>
Unrestricted	<u>1,756,104</u>	<u>(904,606)</u>	<u>(2,439,593)</u>	<u>(2,791,533)</u>
Total net assets	<u>23,902,556</u>	<u>22,187,507</u>	<u>20,191,131</u>	<u>18,918,784</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 49,200,300</u>	<u>\$ 48,568,846</u>	<u>\$ 32,676,066</u>	<u>\$ 32,202,566</u>

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WEST LIBERTY STATE COLLEGE

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS

YEARS ENDED JUNE 30, 2005, 2004, 2003 AND

2002

	2005	2004	2003	2002
OPERATING REVENUES:				
Student tuition and fees (net of scholarship allowance of \$2,108,251, \$1,822,042, \$2,037,171 and \$2,014,107)	\$ 7,684,532	\$ 7,570,467	\$ 7,218,859	\$ 7,002,831
Contracts and grants:				
Federal	3,038,819	3,331,901	3,169,143	3,435,952
State	1,349,291	1,298,959	1,167,518	828,663
Private	124,616	70,222	620,870	326,725
Interest on student loans receivable	22,957	29,689	38,815	39,753
Auxiliary enterprise revenue (net of scholarship allowance of \$1,405,501, \$1,214,695, \$1,358,114 and \$992,023)	5,286,672	4,716,054	4,585,235	3,092,390
Miscellaneous—net	<u>117,592</u>	<u>216,253</u>	<u>678,026</u>	<u>403,749</u>
Total operating revenues	<u>17,624,479</u>	<u>17,233,545</u>	<u>17,478,466</u>	<u>15,130,063</u>
OPERATING EXPENSES:				
Salaries and wages	10,607,687	10,664,393	11,196,424	11,932,370
Benefits	2,301,229	3,079,223	3,287,752	2,843,882
Supplies and other services	6,724,662	6,114,340	6,461,521	6,653,835
Utilities	1,277,357	1,245,099	1,820,748	1,027,275
Student financial aid—scholarships and fellowships	1,728,616	1,876,752	1,611,929	877,530
Depreciation	1,480,142	1,297,294	1,271,965	1,271,642
Loan cancellations and write-offs	26,091	35,808	47,848	54,743
Fees assessed by the Commission for operations	<u>172,060</u>	<u>144,883</u>	<u>144,883</u>	<u>153,713</u>
Total operating expenses	<u>24,317,844</u>	<u>24,457,792</u>	<u>25,843,070</u>	<u>24,814,990</u>
OPERATING LOSS	<u>(6,693,365)</u>	<u>(7,224,247)</u>	<u>(8,364,604)</u>	<u>(9,684,927)</u>
NONOPERATING REVENUES (EXPENSES):				
State appropriations	8,570,738	\$ 8,840,702	9,964,497	10,522,627
Investment income	209,258	145,599	111,302	179,381
Interest on indebtedness	(542,097)	(682,088)	(176,296)	(157,484)
Fees assessed by the Commission for debt service	(504,485)	(595,543)	(681,193)	(933,842)
Other nonoperating expenses—net	<u>-</u>	<u>-</u>	<u>-</u>	<u>(101,659)</u>
Net nonoperating revenues	<u>7,733,414</u>	<u>7,708,670</u>	<u>9,218,310</u>	<u>9,509,023</u>
INCREASE (DECREASE) IN NET ASSETS BEFORE TRANSFER	1,040,049	484,423	853,706	(175,904)
CAPITAL PROCEEDS FROM POLICY COMMISSION	675,000	-	418,641	-
CAPITAL GIFTS AND GRANTS	-	1,539,168	-	-
TRANSFER OF LIABILITY FROM POLICY COMMISSION	<u>-</u>	<u>27,215</u>	<u>-</u>	<u>4,834,043</u>
INCREASE (DECREASE) IN NET ASSETS	1,715,049	1,996,376	1,272,347	(5,009,947)
NET ASSETS—Beginning of year (as restated in 2002)	<u>22,187,507</u>	<u>20,191,131</u>	<u>18,918,784</u>	<u>23,928,731</u>
NET ASSETS—End of year	<u>\$ 23,902,556</u>	<u>\$ 22,187,507</u>	<u>\$ 20,191,131</u>	<u>\$ 18,918,784</u>

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WEST LIBERTY STATE COLLEGE
STATEMENT OF CASH FLOWS
YEARS ENDED JUNE 30, 2005, 2004, 2003 AND 2002

	2005	2004	2003	2002
CASH FLOWS FROM OPERATING ACTIVITIES:				
Student tuition and fees	\$ 8,439,682	\$ 8,275,781	\$ 7,061,512	7,607,684
Contracts and grants	4,440,502	3,741,419	4,884,341	4,701,521
Payments to and on behalf of employees	13,138,117	(13,560,739)	(14,191,872)	(14,520,775)
Payments to suppliers	(6,353,826)	(6,957,984)	(6,831,390)	(6,257,725)
Payments to utilities	(1,211,222)	(1,254,794)	(1,820,748)	(1,027,275)
Payments for scholarships and fellowships	(4,133,869)	(1,876,752)	(1,611,929)	(1,792,411)
Loans issued to students	(317,093)	(498,049)	(258,378)	(320,960)
Collection of loans to students	355,962	353,889	278,609	280,224
Auxiliary enterprise charges	6,389,903	5,631,175	4,585,235	3,394,301
Debt service assessed by Commission	(172,060)	(144,883)	(144,883)	(153,713)
Other receipts—net	<u>112,223</u>	<u>194,351</u>	<u>642,845</u>	<u>520,949</u>
Net cash used in operating activities	<u>(5,587,915)</u>	<u>(6,096,586)</u>	<u>(7,406,658)</u>	<u>(7,568,180)</u>
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:				
State appropriations	8,570,738	8,840,702	9,964,497	10,522,627
William D. Ford direct lending receipts	7,631,594	7,357,919	6,600,180	7,355,750
William D. Ford direct lending payments	<u>(7,632,287)</u>	<u>7,356,782)</u>	<u>(6,600,180)</u>	<u>(7,365,475)</u>
Cash provided by noncapital financing activities	<u>8,570,045</u>	<u>8,841,839</u>	<u>9,964,497</u>	<u>10,512,902</u>
CASH FLOWS FROM CAPITAL FINANCING ACTIVITIES:				
Purchases of capital assets	(6,756,383)	(1,959,466)	(1,056,084)	(459,700)
Capital project proceeds from Commission	675,000		418,642	
Capital gifts and grants		1,539,168		
Proceeds from sale of capital assets	3,408		94	
Proceeds from bond issuances		13,748,914		
Principal paid on long term liabilities	552,821)	(644,357)	(599,743)	(398,819)
Principal paid on bond obligations	(275,000)	(371,000)	(19,000)	(159,359)
Interest paid on bond obligations	(747,062)	(562,176)	(3,315)	
Interest paid on long term liabilities	(291,406)	(175,234)	(173,075)	
Decrease (Increase) in noncurrent cash and cash equivalents	5,902,372	(12,202,293)	129,561	(76,412)
Debt service assessed by Commission	<u>(504,485)</u>	<u>(595,553)</u>	<u>(681,193)</u>	<u>(933,842)</u>
Cash used in capital financing activities	<u>(2,546,377)</u>	<u>(1,221,997)</u>	<u>(1,984,113)</u>	<u>(2,028,132)</u>
CASH FLOWS FROM INVESTING ACTIVITIES:				
Interest on investments	<u>275,449</u>	<u>145,599</u>	<u>111,302</u>	<u>179,381</u>
Cash provided by investing activities	<u>275,449</u>	<u>145,599</u>	<u>111,302</u>	<u>179,381</u>
INCREASE IN CASH	711,202	1,668,855	685,028	1,095,971
CASH AND CASH EQUIVALENTS—Beginning of year	<u>5,109,884</u>	<u>3,441,029</u>	<u>2,756,000</u>	<u>1,660,029</u>
CASH AND CASH EQUIVALENTS—End of year	<u>\$ 5,821,086</u>	<u>\$ 5,109,884</u>	<u>\$ 3,441,028</u>	<u>2,756,000</u>

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WEST LIBERTY STATE COLLEGE

STATEMENT OF CASH FLOWS

YEARS ENDED JUNE 30, 2005, 2004, 2003 AND 2002

	2005	2004	2003	2002
RECONCILIATION OF NET OPERATING LOSS TO NET CASH USED IN OPERATING ACTIVITIES:				
Operating loss	\$ (6,693,365)	\$ (7,224,247)	\$ (8,364,604)	(9,684,927)
Adjustments to reconcile net loss to net cash used in operating activities:				
Depreciation expense	1,480,142	1,297,294	1,271,965	1,271,642
Changes in assets and liabilities:				
Due from Primary Government	197	469	(19,175)	-
Accounts receivable, net	(255,244)	(141,282)	(118,509)	87,428
Due from Primary Government	787	9,831	(19,663)	-
Loans to students, net	86,398	(144,160)	17,891	14,007
Prepaid expenses	(1,777)	(9,161)	6,470	498
Inventories	(8,613)	24,387	(929)	14,280
Accounts payable	(11,322)	(216,365)	(357,765)	381,423
Due from Primary Government	(74,168)	90,157	(9,921)	-
Accrued liabilities	303,924	79,862	73,038	56,008
Compensated absences	(468,072)	155,104	219,266	199,378
Deferred revenue	32,517	(96,417)	(38,896)	92,083
Advances from federal sponsors	(42,317)	35,828	(65,826)	-
Other operating activities	<u>62,998</u>	<u>42,114</u>	<u>-</u>	<u>-</u>
NET CASH USED IN OPERATING ACTIVITIES	<u>\$ (5,587,915)</u>	<u>\$ (6,096,586)</u>	<u>\$ (7,406,658)</u>	<u>\$ (7,568,180)</u>

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**West Liberty State
College
Budget Fiscal Year
2006
As of August 19, 2005**

	<u>Percent (%) of Budget</u>	<u>Original Budget Totals</u>	<u>Adjusted Budget Totals</u>	<u>Revised Budget Totals</u>	<u>Actual Totals</u>	<u>Variance to Budget</u>	<u>Percent Budget</u>
Revenues:							
Tuition and Fees Less Waivers \$327,970	41.87%	11,003,650	10,023,095		4,719,304	(5,303,791)	47.08%
State Government Appropriations	31.81%	8,358,965	8,358,965		1,671,794	(6,687,171)	20.00%
Auxiliary Enterprise Revenues Less Waivers \$376,446	23.32%	6,127,926	6,185,520		3,133,070	(3,052,450)	50.65%
Other Sources	3.01%	<u>791,096</u>	<u>791,096</u>		<u>208,201</u>	<u>(582,895)</u>	<u>26.32%</u>
Total Revenues	100.00%	26,281,637	25,358,676		9,732,368	(15,626,308)	38.38%
Expenditures:							
Personal Services	43.52%	11,371,842	11,209,113	(105,887)	780,940	10,428,173	6.97%
Fringe Benefits	12.36%	3,230,439	3,088,406	(10,000)	223,683	2,864,723	7.24%
Other	<u>44.12%</u>	<u>11,529,964</u>	<u>11,216,259</u>	<u>(45,000)</u>	<u>758,767</u>	<u>10,457,492</u>	<u>6.76%</u>
Total Expenditures	100.00%	26,132,245	25,513,778	(160,887)	1,763,391	23,750,387	6.91%
Net Increase/(Decrease)		<u>149,392</u>	<u>(155,102)</u>	<u>160,887</u>	<u>7,968,977</u>	<u>8,124,079</u>	
Net Increase/(Decrease) Adjustment				<u>5,785</u>			

Budget Assumptions:		Bond Covenants Compliance %		Covenant Balance	Cash Balance	Actual Percent	Fund #
1	Adjusted Budget is based on 2,146 HC						
2	Raises 2%	110%	A	678,354	486,756	72%	8322
3	Small reserves	154%	B	120,329	105,036	87%	8342
4	Mercer scale adjustment via raise	163%	C	295,129	409,891	139%	8653
				1,093,811	1,001,683		