

**West Liberty State College
Board of Governors**

Minutes

December 10, 2008

Attendance:

Beverly Burke, Richard Carter, Lynne Exley, Roseanna Keller, John Larch, Paul Limbert, Larry Miller, Shane Stack, Mike Turrentine, Jim Stultz

Unable to Attend:

Brian Joseph, Mike Stolarczyk

Administration/Faculty/Staff:

Robin Capehart, J. D. Carpenter, Jim Clark, Steve Cohen, Scott Cook, John Davis, Mary Ann Edwards, Pat Henry, Joselyn King, Jeff Knierim, Donna Lukich, John McCullough, Brian Warmuth, Jim Watson, Ron Witt, Jack Wright

1. Call to Order:

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

2. Chairperson Comments:

Chair Exley thanked Mary Ann for her set up of the meeting. As members know, WLSC was granted university status on November 21, 2008. This is an important occasion in history, and Chair Exley took a few minutes to discuss this change in status. During the history of West Liberty State College there have been many important events. Although there have been many people on campus who helped work toward university status and it's coming to fruition, Chair Exley asked to identify and acknowledge two people in the room who have worked diligently, focused, and with tenacity to bring about this change, those being Dr. Donna Lukich and Dr. John McCullough. Chair Exley acknowledged President Capehart and his leadership through this process. Chair Exley asked Dr. McCullough how long he has been a part of the university status process, to which he stated the last couple years were the most intense, but the process has been on-going for five years.

Chair Exley asked Dr. Lukich if she would like to add to these comments. Dr. Lukich stated that it was a pleasure to attend the HEPC meeting on November 21 with President Capehart, Dr. McCullough, and faculty representative Dr. Susan Herrick. For as long as it took to get to this point to achieve university status, the process went fast at the meeting. At 3:30 p.m. the topic was ready to be addressed. Dr. Flack addressed the entire body so that everyone could hear the criteria, hear the movement to university status, and how WLSC met the criteria. By 3:33 p.m. the motion was declared moved, seconded, and approved. Dr. Lukich was pleased to be there to hear everyone congratulate us and share in this moment. Dr. Lukich provided a photo to the Board members for posterity.

Dr. McCullough stated that this was a campus-wide effort which involved all parties. Without question the leadership provided by the President, Dr. Lukich, and all of the faculty, staff, and students involved in the process lead to this big day. This was a culmination of a lot of good work and effort with an eye on the prize on the part of WLSC. The best is yet to come at this institution. This will be a landmark signature event with our first graduate program already in place and operating as we speak. This is a new commitment for all of us and it's fun to be a part of and see us reach that next level.

Chair Exley thanked those for their comments and asked for comment from the Board members in regard to the university status. Ms. Keller stated that having been a Board member since 1999, this has been the most triumphant accomplishment she has been through with the Board and the College. She thanked Donna and John for making it come true, and all of the West Liberty staff and administration for this dream come true.

Chair Exley then read the following Special Resolution of Congratulations on Earning University Status from the Board:

**SPECIAL RESOLUTION OF CONGRATULATIONS
ON EARNING UNIVERSITY STATUS**

WHEREAS, West Liberty State College has fulfilled the criterion of offering a master's degree program;

WHEREAS, West Liberty State College has fulfilled the criterion of having an approved mission statement which provides for the offering of graduate programs;

WHEREAS, West Liberty State College has fulfilled the criterion of obtaining the approval of the Higher Learning Commission of the North Central Association to offer a master's degree program;

WHEREAS, West Liberty State College has fulfilled the criterion in which at least two-thirds of tenured and tenure-track faculty hold the terminal degree;

WHEREAS, West Liberty State College has for the past five years actively and progressively pursued the fulfillment of criteria for university status;

WHEREAS, West Liberty State College has effectively fulfilled all established criteria for university status; and

WHEREAS, West Liberty State College has been unanimously approved by the West Virginia Higher Education Policy Commission for the designation of university status;

THEREFORE, BE IT RESOLVED THAT the West Liberty State College Board of Governors extends sincere appreciation and congratulations to the students, faculty, staff, administration, alumni, and friends of **West Liberty University**.

FURTHER BE IT RESOLVED THAT this resolution be inscribed upon the minutes of the Board and that a copy be prominently displayed on campus.

Lynne Exley, Chair

West Liberty State College Board of Governors

Adopted by the West Liberty State College Board of Governors on this 10th day of December 2008

Chair Exley stated she hoped that all members can attend commencement Saturday to see the 120 graduating young people. She promised nice weather and stated that it makes a difference to the families and students that the Board members are in attendance. She also thanked John Larch for assuming the Chair of the Finance Committee. If you have any money questions call John. Please take the WLSC mug as a souvenir from the College. These will no longer be printed.

3. Swearing In of New Board Members*:

Chair Exley swore in three new Board members, Richard Carter, Paul Limbert, and James Stultz. Former Board member and WLSC graduate Bernie Twigg was recognized with the following Resolution read by Chair Exley:

RESOLUTION HONORING BERNARD P. TWIGG

WHEREAS, Bernard P. Twigg has demonstrated exceptional dedication to West Liberty State College, serving as a member to the Board of Governors from January 2004 through October 2008;

WHEREAS, Bernard P. Twigg effectively served the Board as Chair in 2004-2006;

WHEREAS, Bernard P. Twigg is an enthusiastic advocate of West Liberty State College, giving freely of his time, energy, and dedication to the West Liberty State College Board of Governors;

WHEREAS, Bernard P. Twigg holds the College, the Board, and himself accountable to high standards of quality, integrity, and loyalty;

WHEREAS, Bernard P. Twigg supports the vision for West Liberty State College as a model of educational excellence;

THEREFORE, BE IT RESOLVED THAT the West Liberty State College Board of Governors extends sincere appreciation to Bernard P. Twigg for his exemplary service to the Board and the College;

FURTHER, BE IT RESOLVED THAT this resolution be inscribed upon the minutes of this Board and that a copy be delivered to Bernard P. Twigg.

*Robin C. Capehart, President
West Liberty State College*

Adopted by the West Liberty State College Board of Governors on this 10th day of December 2008

Chair Exley stated that Mr. Twigg served on the Board as Chair and Co-Chair. Mr. Twigg stated that it was a pleasure serving on the Board and that WLSC has gone through a lot since 2004. A lot of negative enrollment and management issues have been turned around to the positive. This has been done through the leadership and help of the people in this room. Mr. Twigg stated that J. D. Carpenter has personally helped his son through his first semester here at WLSC and he's waiting to see just how successful that turns out. Mr. Twigg also thanked President Capehart for his leadership.

4. Approval of Minutes*:

Chair Exley asked for a motion to approve the minutes of the full Board of October 22, 2008 and the Executive Committee minutes of October 15, 2008.

<u>Full Board</u>	<u>Executive Committee</u>
10/22/08	10/15/08

A motion to approve the minutes of the full Board of October 22, 2008, and the minutes of the Executive Committee of October 15, 2008 was then made by Jim Stultz and seconded by John Larch; motion passed unanimously.

5. Approval of Reports*:

Chair Exley noted the three reports contained in the Board packet and asked if there was a request from anyone to put any of those reports in the regular agenda for further discussion. With no request to move any of the reports to the regular agenda, Chair Exley asked for a motion to approve the reports.

A motion to approve the reports submitted from the Provost, Executive Director of Enrollment Services, and the Vice President of Student Affairs was then made by Larry Miller and seconded by Shane Stack; motion passed unanimously.

6. Official Date of University Name Designation*:

This item was moved to the President's Report later in the meeting.

7. Approval of Institutional Master Plan*:

President Capehart stated that back in November an Institutional Master Plan was developed, a copy of which is in front of the Board members. For those on the Board since February or March, March kicked off the Strategic Focus, which we've put together and done in a timely manner. We wanted to get the Master Plan done for this Board meeting for approval so that the HEPC can act on it at their January 23rd meeting. The Legislature will meet in February so we should be in a position to be looked upon with favor in regard to some issues we are undertaking. What's before you, with the exception of some possible technical changes, and we ask for the discretion to make some technical adjustments that may need made, is the completed Institutional Master Plan. This is the same Plan the Board reviewed in November, and there have been no substantive changes. We are now ready to move forward with submission of the Plan to the HEPC and ask for the Board's approval with the reservation for technical and style changes. We will send the Master Plan to the HEPC to review before the actual January meeting. The HEPC may ask for changes prior to the meeting, and we ask that we have the discretion to make any such changes.

A motion to approve the Institutional Master Plan as submitted was then made by Larry Miller and seconded by Jim Stultz; motion passed unanimously.

Chair Exley congratulated everyone involved in the Institutional Master Plan who really put a lot of work into the Plan, especially in a compressed time schedule to finalize.

8. Proposed Policy – Campus Bookstore*:

Mr. Davis stated that as most of us know, the Board has 50 some policies, most of which grew out of an initiative mandated by the HEPC that we create these policies; the policy concerning the College bookstore operation is one such mandated item. The HEPC, since May 2008, has been reminding us and other colleges and universities in the state that the State Code requires each institution to have a policy on bookstores. So far only one other institution has a policy on bookstores in place. If we get this policy out, reviewed, and approved in its final form, we will probably be the second. This resolution is simply to disseminate this document for 30-day appraisal. Mr. Davis then asked for questions on the policy.

A motion to approve the dissemination of the new Campus Bookstore policy to constituent groups for 30-day review and comment was then made by Roseanna Keller and seconded by Beverly Burke; motion passed unanimously.

9. Proposed Policy – Student Privileges and Responsibilities*:

Dr. Carpenter stated that this policy follows a similar vein to what Mr. Davis was speaking of, that being this is another policy in that family of policies regarding our student privileges and responsibilities. Basically what this policy does is it gives the College the ability to create and enforce what is our student code of conduct. The parameters as constructed are contained in the judiciary, appropriate sanctions, and appeal process currently listed in the Student Handbook. The policy as presented is very similar to those adopted by Shepherd, West Virginia State, Concord, and WVNCC. The actual code of conduct contained in the Handbook already fits the parameters of the policy, based on the work of Ed Stoner. Most institutions are using his work as a model for student codes. He is a national expert on the student disciplinary process, and his model code has been endorsed by unlimited educators, the Association of Student Judicial Administrators (ASJA), and college and university appointed attorneys. Dr. Carpenter noted that this, too is a request authorizing the dissemination of the proposed policy to the appropriate constituent groups on campus for 30-day comment.

A motion to approve the dissemination of the new Student Privileges and Responsibilities policy to constituent groups for 30-day review was then made by Beverly Burke and seconded by Shane Stack; motion passed unanimously.

Mr. Turrentine asked Dr. Carpenter what the major differences were between the current and proposed policy. Dr. Carpenter stated that the current policy has not been substantially changed. The biggest difference between what was contained in the 2002 policy is that it was under the old State College System Board. Some language was edited but nothing substantive was changed. The policy basically sets forth rules; students can't do this and that. It also sets what's fair, student's rights, and that there is a judicial process so that WLSC can't just arbitrarily kick students out of school. Mr. Turrentine commented that the students are given the privilege to attend WLSC, and the president has the authority to take away that privilege. This policy should help down the road with the tension there seems to be on what to do with a student with allegations pending against them, etc. Dr. Carpenter stated that the policy will delineate between what students see as a right, which may not necessarily be a right, to be here or enjoy housing or participation in organizations. All privileges are granted by the institution. We do not want to confuse this with student's legal rights. We are hopeful the change in the vernacular will help explain those situations. President Capehart stated that there are certain contract rights when students enroll in the university. Those rights are outside what the student would have by paying tuition; this is more of a student life program. Mr. Stultz stated that it would be helpful if he could get a copy of the student handbook. Dr. Carpenter stated that he would send either a hard copy or e-mail a pdf file to the Board members.

10. President's Report:

President Capehart thanked retiring Board members John Moore and Bernie Twigg for their service to the Board and the commitment they shared with their time and efforts. There has been a transition period on this campus and to be involved during this time has taken a great deal of commitment on the part of many. President Capehart welcomed new Board members Paul Limbert, Jim Stultz, and Richard Carter, and stated that they will find their service on the Board a very rewarding experience. Since 1969 the way colleges and universities have been governed has changed every time you turn around. Legislation over the years has given this process a great deal of autonomy, settling in as to what we can do and what we can get. The HEPC approval of our university status will give us plenty of room for creativity and leadership; not just because we are now a university, but through our actions. This is a very exciting time.

Events taking place in the future are commencement this Saturday at 11:00 a.m. This is an important commencement, since this is the last class to graduate from West Liberty State College as it is known by that name. The last change in name for WLSC was in June of 1943 to West Liberty State College. We thought it would be fitting that the commencement speaker be Dr. Clyde Campbell. Dr. Campbell is an entertaining speaker, served for eleven years as President of the College, and was also a student at WLSC. As the last class we thought this would be a great opportunity for him and to really give those encouraging words as we move on as a university. The next graduating class in May we anticipate to be from West Liberty University.

President Capehart stated that another area we are moving forward in is the possibility of a Physician Assistant Program. A consultant was on campus and gave some tremendous insight in a short period of time on some things we need to do to start this program. There is a demand for this type of program from the students, public, and especially the people of West Virginia. Mr. Stultz recognized the need for this program, too. The Kreisbergs were very instrumental in getting the necessary information together to move forward with this program. It was a year ago in October that the Health Care Advisory Committee first met in this room to see what we needed, and this was a program they came up with. It's important we look at this program and really integrate it into the community and listen to what they have to say.

The Try College Program was just announced in the local paper and on public radio with good coverage in other areas, too. This program shows the community we're taking our responsibility as a public institution to heart. We are looking at what we have as a resource for people who may be on the edge as to whether or not to go to College. The program offers an opportunity to take a class, free of charge, and make the decision whether College is right for you. After one day in the local newspapers we've already had three inquiries and one registration. Mr. Cook stated that we also have some staff members looking into the program as well.

The Chancellor was in the area to see the lights at Oglebay with his family on December 15 and also took this opportunity to meet with President Capehart. The meeting gave us an opportunity to talk with him about some of our priorities, especially the health care undertaking, and the Institutional Master Plan.

As some in attendance may know, the new Metro Rate counties were approved by the HEPC. The 17 new counties are Carroll, Harrison, Stark, Tuscarawas, and Washington in Ohio; Butler and Westmoreland in Pennsylvania; Allegheny, Frederick, Garrett, Montgomery, and Washington in Maryland, and Clarke, Frederick, Loudoun, Shenandoah, and Warren in Virginia. As the population in West Virginia declines, these areas have been targeted to spread the net further for WLSC and give us more leverage with the students from these areas. We have become more competitive with the metro rate in Pennsylvania, and should be more competitive in Maryland and Virginia. We are hoping to reach more students through this pipeline, and the Eastern Panhandle is a major target area.

The Development and Alumni Offices had an idea to hold a midnight breakfast during finals week. The breakfast started at 11:00 p.m. on Monday evening and ended at 1:00 a.m. Tuesday morning. Some of the volunteers included Beverly Burke, President Capehart, and other faculty, staff, and administrators. This was a free breakfast of hash browns, eggs, pancakes, sausage, biscuits and gravy, coffee, and juice. We would have been very pleased with 200-250 plates served. The response was enormous; over 700 plates were served. The students thought it was a great idea. It was truly a good time and it looks like the start of another new tradition.

Mr. Turrentine asked if the Try College courses will be offered every semester. At this time, these courses are only going to be offered in the spring. Enrollment normally drops in the spring and it is the most advantageous time to have extra space in some courses. There may come a time when courses could be offered in the fall.

President Capehart stated that there are many important events coming up on campus, but the biggest of these is the date WLSC will become a university. Over the years there have been four notable name changes on the campus. The date for the change to West Liberty University will be May 3, 2009. There will be a week of events prior to the name change which we are calling "University Week." This week will include academic, athletic, and social events held on campus with a pep rally similar to what we held last year, along with a scholarship dinner.

Mrs. Burke asked why such a late date for the change when there have already been many articles in the paper informing the public about the change in status. In talking with other people in the campus community, she stated that Founder's Day, March 30th, seemed like the more appropriate date to hold such an event. President Capehart stated they have looked at many factors in the selection of the May 3rd date. Later in the semester will give us the best shot at good weather in addition to the fact that there will need to be a lot of time for preparation for this event. Business cards, signs, uniforms, shirts, mugs, etc.; a lot of things need to change to

assure a smooth transition. We will need plenty of time to prepare. Mrs. Burke stated she also had a concern about the weekend date. She didn't think there would be many students on campus or employees wanting to come back to campus for this event. President Capehart stated that there will be many people traveling a long distance to take part in this event, whether it is students, alumnae, benefactors, etc. A lot of thought and time will be put into this event.

Chair Exley read the resolution for the official date of university name designation to the group.

A motion to approve May 3, 2009 as the official date of the change in name to West Liberty University was then made by Roseanna Keller and seconded by Jim Stultz; Beverly Burke opposed; motion passed.

Mr. Turrentine asked how we should refer to the College between now and May 3rd, to which President Capehart replied, "West Liberty State College."

11. Executive Session – Personnel Matter:

Pursuant to WV Code § 6-9A-4, a motion was made by Lynne Exley and seconded by Shane Stack to retire to executive session.

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

12. Adjournment:

The meeting adjourned at 6:20 p.m.

Lynne Exley _____
Chair

Mike Stolarczyk _____
Secretary