

**Minutes**  
**WEST LIBERTY STATE COLLEGE**  
**BOARD OF GOVERNORS**  
**Wednesday, December 11, 2002**

**ATTENDANCE:**

**Board Members:** Brad Blair, Debbie Boger, John Cole, Jim Frum, John Gompers, Keith Kaczor, Roseanna Keller, Larry Miller, John Moore, Will Turani, and Christopher Varney.

**Unable to attend:** Dan Joseph

**Administration/Faculty/Staff:** Richard Owens, Bassam Deeb, John McCullough, Genny McIntyre, Tina Smith, Paula Tomasik, and Mike Turbanic.

1. **Call to Order:** Chairman Frum called the meeting to order at 5:40 pm.

2. **Approval of Minutes:**

**Full Board**

- October 23, 2002

**Executive Committee**

- December 4, 2002

**ACTION ITEM I:**

*A motion to approve the minutes of the full Board and the Executive Committee was made by John Moore and seconded by Larry Miller; motion passed unanimously.*

3. **President's Report:** Dr. Owens reiterated several important points from his report which was distributed to Board members prior to the meeting. Most importantly, despite budget restraints, West Liberty State College is committed to maintaining quality programs and providing an affordable education. Dr. Owens discussed several on-going initiatives including requests for proposals regarding a bond, Cybernetic Campus planning, marketing and recruitment strategies, enrollment, and campus morale. Dr. Owens met with area legislators on December 9 and presented a report to advocate the case for West Liberty State College and West Virginia higher education. Mr. Frum and Mr. Kaczor both complimented President Owens on the report and his efforts to address budget issues with state leaders. Finally, Dr. Owens suggested Board members take advantage of higher education information available on an informative web site: [www.greaterexpectation.org](http://www.greaterexpectation.org).
4. **Report on the NCA Focused Visit (24/25 February):** Dr. McCullough announced West Liberty's accrediting body the North Central Association of Colleges and Universities is planning a focused visit in February 2003. This visit is a follow up to a NCA comprehensive evaluation in 1998. The purpose of this visit is to review our general studies program and our academic assessment efforts. We have developed a Self-Study narrative, and it has been submitted to Dr. Karen Kietzman of the NCA for preliminary comments. The report represents the excellent work of the NCA Coordinating Committee and especially the efforts of Carol Frum and Anna Lusher. We will be well-prepared for the focused visit in February. Board members will receive a copy of the completed Self-Study and accompanying attachments. Members of the Board are welcome to visit the campus in February during the focused visit.
5. **Compact Narrative Update Report and Uniform Statewide Compact Data Report:**  
The *Compact Narrative* was approved by the Board via email and has been submitted to the HEPC. The *Uniform Statewide Compact Data Report* has been completed by the Office of IR&A and has been distributed to Board members. At this time, the College seeks formal approval of the *Compact Narrative Status Report* and the *Uniform Statewide Compact Data Report* from the WLSC Board of Governors

**ACTION ITEM II:**

*Resolved, That the West Liberty State College Board of Governors approves the institution's Compact Narrative Status Report and Uniform Statewide Compact Data Report for submission to the West Virginia Higher Education Policy Commission. A motion to approve the Compact Narrative and the Compact Data Report was made by Larry Miller and seconded by Keith Kaczor; motion passed unanimously.*

6. **WLSC Policy 10 Travel:** At the September 28, 2002 meeting of the Board, Policy 10 was approved for dissemination to constituent groups and was placed on the Board of Governors web site. No comments were received by the close of the 30-day comment period. The Board of Governors is asked to approve this policy.

**ACTION ITEM III:**

*Resolved, That the West Liberty State College Board of Governors approves Policy 10: Travel. A motion to approve the policy was made by Roseanna Keller and seconded by Chris Varney; motion passed unanimously.*

7. **Financial Update, FY 2002-03:** Mr. Turbanic distributed the latest financial report as of November 30. Revenues are as projected, and expenditures are around 40 percent. There is approximately \$1.5 million left in all funds. This is the first year that the state budget office has not released the third quarter allocations and will not release them until after January 1. Consequently, we are holding all invoices until January to meet payroll costs.
8. **Intent to Plan Document—BIS Degree:** The School of Business Administration is proposing to establish a new B.S. Degree in Business Information Systems. An "Intent to Plan" document must be submitted to the West Virginia Higher Education Policy Commission six months prior to submission of the formal proposal. The genesis of the program began with Congressman Mollohan. He believed there was a need for a four-year computer degree program with less emphasis on the business core courses and more emphasis on computer courses. This program represents a midpoint between Computer Information Systems and Computer Engineering/Computer Science. The Curriculum Committee has given their approval of the "Intent to Plan" document. The program has to be self-sustaining, and we are optimistic that the initial costs will come from an outside source secured through the Office of Development. Without this private funding, we would not be suggesting this program for WLSC. We are very optimistic about the program, and Elizabeth Robinson, Interim Dean for the School of Business Administration, and her staff have been working very hard on developing the program. We anticipate two additional faculty members will be hired, and for the first several years, funding for these positions will come from external sources. The Board of Governors is asked to approve the dissemination of this document to the HEPC.

**ACTION ITEM IV:**

*Resolved, That the West Liberty State College Board of Governors approves the submission, to the Director of Academic Affairs of the West Virginia Higher Education Policy Commission, of the Intent to Plan for the Bachelor of Science Degree in Business Information Systems. A motion to approve the Intent to Plan document was made by Will Turani and seconded by Roseanna Keller; motion passed unanimously.*

9. **WLSC Publications Policy:** To assure consistency in the appearance, style, and image of all publications, and to develop a corporate identity for WLSC, the Office of College Relations and Marketing is proposing that all future WLSC publications be coordinated through their Office. Improvements have been made in marketing and recruiting (i.e., same fonts, colors, logo) through the efforts of the Marketing Committee. The Committee has consulted with several other higher

education institutions on their publication policies. This policy includes uniformity in web page design, letterhead, business cards, etc. The Committee will develop a standards manual, and any use of the College logo will have to meet standard specifications. There was discussion on campus acceptance and adherence to the policies established by the Committee. The Committee is not suggesting that their permission is required for printing materials, only that specifications established by the Committee be maintained. Suggestions were made to involve WLSC's Graphic Design students and that the Committee should expand its membership to include representatives from the academic departments. The Board of Governors is asked to approve the dissemination of the Draft Publications Policy for 30-day comment.

**ACTION ITEM V:**

*Resolved, That the West Liberty State College Board of Governors approves the dissemination of the Publications Policy to constituent groups for comment. A motion to approve the Policy was made by John Gompers and seconded by John Moore; motion passed unanimously.*

10. **FY 2003-04 Budget:** Dr. Owens stated that despite the budget cuts, the mission of West Liberty State College is to maintain the quality and vitality of our academic programs and the needs of our students. Nevertheless, West Liberty State College has to resolve state budget mandates. Last spring we learned of a 3% cutback, and we were anticipating additional cuts in 2004, along with a cap on tuition. In April, the governor mandated program review guidelines which stipulate maintenance of our academic programs while making the College more efficient with less money. Additionally, we cannot use new revenues to offset cuts. Before Thanksgiving, we officially learned that there would be the anticipated 10% budget reduction to the 2004 FY budget, but this was further complicated by the fact that an additional 3.4% would be cut from this fiscal year's budget. These budget cutbacks have a cumulative effect and become larger over time as money is spent for operating costs. The administration has been working diligently to meet these mandates and we will submit a plan for 2002-03 and 2003-04. In light of the complex decisions facing the Board, Mr. Gompers stated that this is a difficult time to be a member of the WLSC Board of Governors. However, each member took an official oath to uphold the constitution of the State of West Virginia and the United States of America. If the state mandates a balanced budget, then the Board must make these cuts on the governor's behalf. Mr. Gompers proposed the following motion:

**ACTION ITEM VI:**

*Mr. John Gompers moved that rather than subjecting the campus community through two phases of budget cuts, that the Board institute the necessary cuts to the budget in a single budget-cutting process. He further proposed that the meeting scheduled for January 25, be moved to January 7, at 10:00 am, in the Boyle Conference Center. He proposed the administration be prepared to attend and provide the Board with line-by-line budget recommendations. Finally, Mr. Gompers stated that the Board should complete their decision-making process on January 7, no matter how long it takes. Mr. John Cole seconded the motion, and the motion passed unanimously.*

Much discussion followed concerning the budget and involvement of the campus community. At this point in the decision-making process, no open debates will take place at this time on campus. Meetings with representatives from virtually all areas of campus were held in September in order to solicit ideas/recommendations relevant to the budget cut for the 2004 FY. However, Dr. Owens will meet with Dr. McCullough and Mr. Turbanic to discuss a reasonable way to involve some face-to-face discussion with faculty and staff representatives. Staff/faculty should be reminded that if they

have any recommendations or ideas not suggested previously, they should submit them before January 7.

11. **Employment/Hiring Procedure:** The College has prepared the Consolidated Employment/Hiring Procedure to replace existing institutional policy statements: 15A, 101, and 208. This procedure is a consolidation of several documents and will only affect future hires. The Board of Governors is asked to approve the dissemination of this document to constituent groups for comment. Following a 30-day period for the receipt of comments, the Board of Governors will take final action on this procedure.

**ACTION ITEM VII:**

*Resolved, That the West Liberty State College Board of Governors approves the dissemination for review of the Consolidated Employment/Hiring Procedure. A motion to approve the dissemination of this document was made by John Moore and seconded by Keith Kaczor; motion passed unanimously.*

12. **HEPC Meeting Update:** The Board of Governors' Chairs from each state institution were invited to attend a special meeting of the HEPC on Friday, December 13 in Charleston. The purpose of the meeting was to improve communications with the Boards of Governors and for the Chairs to meet the Chancellor. Mr. Frum attended the meeting. He stated that he tried to emphasize the importance of a relative degree of autonomy on the part of the institutional governing boards—in other words, please allow the boards to actually govern free from micro-management from the HEPC. The HEPC requested a representative be selected from each Board of Governors to serve on a governmental relations work group for higher education advocacy in the legislative session. Mr. Brad Blair has agreed to represent the WLSC Board of Governors. Mr. Frum asked that Ms. Tomasik submit a letter to the Chancellor advising him of Mr. Blair's selection to this committee. Mr. Frum suggested that the Board invite the HEPC Chairman to attend one of its meetings this spring. Dr. Owens announced that WLSC is scheduled as the site for the HEPC meeting in October of 2003.
13. **Honorary Degrees:** Per WLSC Policy 238, "Guidelines for Honorary Degrees and Recognition," the Honorary Degrees and Recognition Committee met to review the nominations of West Virginia Secretary of State Joe Manchin III and Ralph H. Baxter, Jr., Chair and CEO of Orrick, to receive honorary degrees of Doctor of Humane Letters (D.H.L.) from West Liberty State College. Secretary Manchin is the featured speaker at the December 2002, commencement and Mr. Baxter is the featured speaker for the May 2003 commencement. The Board is asked to approve these nominations.

**ACTION ITEM VIII:**

*Resolved, That in affirmation of the recommendation of the Honorary Degrees and Recognition Committee and the President of the College, the West Liberty State College Board of Governors authorizes the conferral of an honorary Doctor of Humane Letters (DHL) degree from West Liberty State College at the December 2002 commencement to West Virginia Secretary of State Joe Manchin III. A motion to approve the nomination was made by John Gompers and seconded by Jim Frum; motion passed unanimously.*

**ACTION ITEM VIII:**

*Resolved, That in affirmation of the recommendation of the Honorary Degrees and Recognition Committee and the President of the College, the West Liberty State College Board of Governors authorizes the conferral of an honorary Doctor of Humane Letters (DHL) degree from West Liberty State College at the Spring 2003 commencement to Ralph H. Baxter, Jr. A motion to approve the nomination was made by Will Turani and seconded by John Gompers; motion passed unanimously.*

14. **Procedure #19:** Dr. Owens announced that the Chancellor informed the College through a press release that we were not in compliance with Procedure #19 which deals with intercollegiate athletic budgets. West Liberty had to submit a plan showing that we were in compliance. Mr. Frum submitted a letter to the Chancellor, but we have not received any feedback from the HEPC or the Chancellor's Office. There are concerns that there could be further ramifications on the way intercollegiate athletics are funded, but we are relatively certain we are now in compliance with Procedure #19.
15. **Approval of Bond Counsel:** At the October 23 meeting of the Board of Governors, a motion was made for the Bond Subcommittee to seek legal counsel. The Subcommittee received two responses to the RFP#R0000002 for bond counsel: Spilman, Thomas, and Battle (Mr. Lee Hill) with a bid of \$12,500, and Steptoe and Johnson (Mr. Vincent Collins) with a bid of \$27,500. After careful review of the proposals, and based on cost/low bid, the Bond Subcommittee recommends the Board award the contract to Spilman, Thomas, and Battle. There are no guarantees that West Liberty will secure the bond; but, if so, the cost of legal counsel will be absorbed into the bond. The Board is asked to approve bond counsel.

*Resolved, That the West Liberty State College Board of Governors approves the RFP award to Spilman, Thomas, and Battle. A motion to approve the RFP award was made by Larry Miller and seconded by Roseanna Keller; motion passed unanimously.*

18: Adjournment: Meeting adjourned at 7:40 pm.

pjt

Jim Frum \_\_\_\_\_  
Chair

Brad Blair \_\_\_\_\_  
Secretary