

**WEST LIBERTY STATE COLLEGE
BOARD OF GOVERNORS**

**December 12, 2007
5:00 p.m.
R. Emmett Boyle Conference Center
WLSC**

AGENDA

1. Call to OrderMs. Exley
2. Approval of Minutes*
Full Board 10/24/075 Min.....Ms. Exley
Executive Committee 10/17/07
3. Honorary Degree*5 Min..... Dr. McCullough
4. Academic Affairs.....10 Min.....Dr. Lukich
5. HLC/NCA Update10 Min..... Dr. McCullough
6. Enrollment Update5 Min..... Mr. Cook
7. Dual Enrollment/College at the Park10 Min..... Mr. Cook
8. President's Report15 Min..... Mr. Capehart
9. HEPC and Legislative Update (www.hepc.wvnet.edu)5 Min..... Mr. Capehart
10. Budget and Finance10 Min..... Mr. Henry
11. Student Affairs Update10 Min..... Dr. Carpenter
12. Adjournment

*Action Items

Minutes
WEST LIBERTY STATE COLLEGE
BOARD OF GOVERNORS
Wednesday, October 24, 2007

Executive Summary

ATTENDANCE:

Board Members: Beverly Burke, Jim Compston, Lynne Exley, Brian Joseph, Roseanna Keller, John Larch, John Moore, Mike Stolarczyk (via telephone), Mike Turrentine

Unable to Attend: Larry Miller, Bernie Twigg

Administration/Faculty/Staff: Robin Capehart, J. D. Carpenter, Jim Clark, John Davis, Mary Ann Edwards, Pat Henry, Donna Lukich, John McCullough, Tammi Secrist, Jim Watson, Ron Witt

1. Call to Order*:

Ms. Exley called the meeting to order at 5:05 p.m.

2. Swearing in of New Board Members*:

Ms. Exley, who officially swore in the new member of the Board of Governors, administered the Oath of Office, after which introductions were made to the remaining members of the Board and President's Council.

3. Approval of Minutes*:

Full Board
08/29/07

Executive Committee
08/22/07

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

4. President's Report:

President Capehart highlighted points from the President's Report as presented in full text on the BOG web site and in the WLSC Elbin Library.

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

Mr. Davis highlighted points from the August 29 HEPC meeting held in Fairmont as presented in full text on the BOG web site and in the WLSC Elbin Library.

6. Academic Affairs:

Dr. Lukich highlighted points from academics as presented in full text on the BOG web site and in the WLSC Elbin Library.

7. Enrollment Update:

Dr. Carpenter highlighted enrollment information for the various student groups as presented in full text on the BOG web site and in the WLSC Elbin Library.

8. Dual Enrollment/College at the Park:

Mr. Cook is at an out-of-town conference and will present this item at the next Board meeting.

9. Development Update:

No update from the Development Office was presented.

10. Budget and Finance:

Mr. Henry gave an update on the budget and financials as presented in full text on the BOG web site and in the WLSC Elbin Library.

11. Strategic Plan Update:

Dr. Lukich gave an update on the Strategic Plan as presented in full text on the BOG web site and in the WLSC Elbin Library.

12. Proposed Student Lap Top Program:

President Capehart, along with Jim Clark and Pat Henry, presented the proposed student lap top program as presented in full text on the BOG web site and in the WLSC Elbin Library.

13. **Metro Rate Expansion to Include Guernsey County*:**
J. Compston, J. Moore, PASSED, that Metro Rate for the 2008-09 academic year as stipulated be approved as presented in full text on the BOG web site and in the WLSC Elbin Library.
14. **Smoking Policy*:**
B. Joseph, M. Turrentine, PASSED, that the revised *Tobacco Use and Guidelines* policy be approved as presented in full text on the BOG web site and in the WLSC Elbin Library.
15. **Alcohol Policy*:**
J. Compston, R. Keller, PASSED, that the Student Government Alcohol Proposal be approved as presented in full text on the BOG web site and in the WLSC Elbin Library. Those opposed were Beverly Burke, John Moore, and Mike Turrentine.
16. **I-70 Project Update:**
President Capehart reported earlier in the meeting on the I-70 Project.
17. **Athletics Update:**
Mr. Watson gave an update for Athletics as presented in full text on the BOG web site and in the WLSC Elbin Library.
18. **Stadium Committee Request:**
President Capehart reported earlier in the meeting on the Stadium Committee and those appointed.
19. **Adjournment:**
The meeting adjourned at 7:10 p.m.

Lynne Exley _____
Chair

Secretary

Minutes
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Unable to Attend: Larry Miller, Michael Stolarczyk, Bernie Twigg

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1. Call to Order:

Ms. Exley called the meeting to order at 5:05 p.m. She thanked John, Debbie, Jim, and Sherri with Sodexo for the dinner, along with Mary Ann for getting information together for the meeting. The Board members were reminded to put on their calendars the upcoming December commencement and reception. Special parking is available for the members at these events and should be well attended by the Board. Included in the Board packet is President Capehart's speech, which is very well written and was well spoken at the inauguration. Dr. McCullough was recognized at the inauguration with a plaque. His interimship was appreciated and it was a positive day. She also mentioned that we need to see what we can do to raise the retirement voice from those have had dedicated their lives to being on this campus. We need to find out what we can do to keep them embraced and feel like they are a part of this campus.

2. Swearing in of New Board Member*:

Ms. Exley, who officially swore in the new member of the Board of Governors, administered the Oath of Office, after which introductions were made to the remaining members of the Board and President's Council.

3. Approval of Minutes*:

Full Board
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ACTION ITEM I:

A motion to approve the minutes of the full Board of August 29, 2007, and the Executive Committee of August 22, 2007 was then made by Roseanna Keller and seconded by Brian Joseph; motion passed unanimously.

4. President's Report:

President Capehart stated he will touch upon a few items this evening. The first is the Facilities Master Plan. Discussions have been held and we are looking at the Master Plan to treat challenges and demographic changes to meet the needs of our students. The program we are looking at, in the investigative stage, is the Highlands and our potential to have a presence at the Highlands. The President has asked Larry Williams to investigate the feasibility of establishing such a presence. We are looking at possibly leasing a facility from the county or the RED authority. There are many advantages to a presence at the Highlands for graduate and undergraduate programs; better access for Pennsylvania students, possible certificate programs, and continuing education programs such as those at the Warwood Center. Mr. Williams is to come back with some ideas about a building and what the impact would be to finance these operations. We did have an offer from an individual to buy the Warwood Center from us if we were to sell at what is thought to be a fair price. We are still in the early planning stage for any type of move and are not in the position to come to the Board with information and answers.

The next topic is alternative housing. We have a number of faculty houses that are deteriorating and with the age of our residence halls, we need to decide to put a lot of money in 50 year old dorms or go a different route. We need to have facilities that keep us competitive, such as Glenville's Pioneer Village. If you're familiar with the Village it is really nice and very attractive.

Marshall also has dorms that are so nice they are having trouble getting students to participate in campus activities. This is not just a matter of keeping up with the Joneses, but remaining competitive.

Another matter, which Jim Watson will speak to in more detail, is regarding his previous presentation on the football stadium, along with information about the benefits and importance to quantify financial benefits from having the stadium updated. This is nothing more than a follow up from the previous Board meeting. As for the Stadium Taskforce, it will consist of the President, Jim Watson, John McCullough, Pat Henry, John Larch, Mike Turrentine, and Mike Stolarczyk. At this point we are in the development stage. In a meeting with an alumna at breakfast this past weekend, it was stated "If you're looking toward a new stadium, I'm going to start with a half million toward the project." Another person gave their support of a half million. Clearly these types of private donations go a long way to developing some type of plan. There were two conditions put on moving forward with this plan. The first is that the project will not detract from any campus capital projects, and the second is that a significant portion of the funding will be from private sources, not the school budget.

For the next board meeting the Chair and I decided I should write out and hand out the president's report to the Board. This way we can spend time taking questions and better facilitate the meetings.

We need to look at what is called the Eminent Scholars Trust Fund. In looking through the Capital Campaign previously conducted, which in many respects was wildly successful with commitments and money raised, it was disappointing that they planned on raising a certain amount for endowed chairs and other enhancements, which allow you to retain good faculty members for practically nothing. In 2003 the legislature adopted what was called the Eminent Scholars to allow institutions to have a fund off budget and not included in normal operating expenses. Setting up this trust fund will allow us to raise money for endowed chairs, named chairs, and those types of professional development activities. It was thought that we needed Board approval to set up this fund, but the statute establishes one at each college. Per Dr. McCullough there has been no activity on West Liberty's fund for six years. We plan to look into this fund and begin active fund raising to try and build up this fund. It is extremely important as we move toward university status to attract and retain good faculty members.

The College Foundation relationship is well on the way to getting formulated. The Foundation will hire their own executive secretary to handle bookkeeping and funds. One day we will have a completely separate Foundation where we do the fund raising and they handle the management.

A Presidential Relation Commission will be formed to talk about the previous problems with the president's home, what is expected of the president, what the board expects of me in the role as president, be evaluated on, offer his thoughts and hear yours. Accountability is extremely important to establish a good relationship. The president has certain expectations as does the Board and we need to come up with these expectations. The Committee will also help to oversee Colonial Heights so the successor does not run into the same problems.

The Development Office has a new employee coming on board. Jason Koegler, whose father has worked at Oglebay for years, will start November 1. Jason will work with Chick O'Data, who continues to serve as a consultant in getting the Development Office into a position where it is accountable. Susan Oglinsky will be leaving the Development Office on November 1.

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

Mr. Davis apologized for his tardiness in the reporting on the August 29 HEPC meeting held in Fairmont. The president was out of town at a seminar and Mr. Davis attended in his stead. With the benefit of the draft minutes from the meeting he will keep the report short.

The principal item of interest was passed that in future presidential searches, Chancellor Noland and a designee from the HEPC will serve as ex-officio non-voting members of the institution's search committee. Another aspect approved at the meeting is that once finalists are chosen at the institutions, every member of the HEPC will be welcome to sit in on the finalist's interviews. They will not be voting, but the HEPC will have a presence. This was the most interesting item in the four hour meeting.

The HEPC also approved a resolution for two new masters programs at Shepherd University, a bachelor of arts at Glenville in bluegrass music, and a resolution involving tuition reciprocity between West Virginia and Ohio involving WVU, WVNCC, Belmont Technical College, Jefferson Community College, and Ohio University Eastern through June 30, 2008. The last item is the higher education grant program, of which Dr. Lukich and Dr. McCullough are well versed. The amount cited for grants in this program is \$33 million. One attendee not sitting at the main table inquired as to how much of this amount is available for students who want to pursue science or math programs, to which it was replied \$200,000. A spirited discussion followed that does not appear in the draft minutes of the meeting, but the jist of the discussion was that with only \$200,000, it was suggested that West Virginia was not very serious about tracking students in the math and science fields. Mr. Davis noted that lunch was uneatable. He closed by saying that it would be a great thing if the president could persuade Dr. Noland to bring the HEPC meeting to West Liberty's campus. They met one summer at the Warwood Center, but it was not a full meeting of the HEPC. They have begun an initiative to rotate the meetings to various campuses. They should be on WLSC's campus within the next 15 months.

6. Academic Affairs:

Dr. Lukich stated that the HLC/NCA work continues. The institutional self-study is available online. The study was sent to the visiting team with a tentative agenda. The time suggested for the Board to meet with the team is Tuesday, November 27, 2007 at 8:15 a.m. for breakfast at Liberty Oaks. The next phase of work on campus is focused on the exhibit room preparations and individual meetings with all campus constituencies. Dr. Dick Brown is scheduling meetings with each department. Dr. Lukich thanked everyone for the hard work given by the faculty, staff, and students thus far, and especially to Drs. Dick Brown and Melinda Kreisberg, John Giesmann, Beverly Burke, and Paula Tomasik.

Two other accreditations for this year are Music in the spring of 2008 and Exercise Physiology, probably this semester. Both areas continue to work on their self-studies.

Progress continues on the Master of Arts in Education proposal for the West Virginia Department of Education and the HEPC. Consultants have reviewed the proposal and we expect to submit it in the next week to ten days.

Progress also continues on two new degree programs and one minor. The Intent to Plan a Bachelor of Science in Social Work Degree is nearly complete for submission to the HEPC. We need to complete one additional review of the document. The Intent to Plan a new bachelors degree in music with two tracks – performance and music technology, is in the early stages of development. A Dance Minor is being developed in Arts & Communications. We hope to approve this addition in 2007-08.

The Board of Governors Academic Program Reviews have been initiated this year for the School of Business Administration's Computer Information Systems and Social Science.

Pre-registration for the spring semester and summer sessions begins in about ten days. Schedules will be available in the next few days.

Faculty retirements for December 2007 include Dr. David Javersak with 38 years, Dr. Richard Lizza with 23 years, Dr. Bill Leech with 17 years, and, the most recent announcement, Dr. Linda McGinley with 39 years, for a combined total of 117 years of service by these four individuals. They have all provided high quality instruction for our students and Drs. Javersak and Lizza have been excellent in their educational leadership positions as Dean and Department Chair. A reception hosted by Faculty Senate is being planned for the end of the semester to honor these individuals. We are seeking a new professor for Bill Leech's position for the spring semester. The others will be filled by adjuncts for spring.

7. Enrollment Update:

Dr. Carpenter's enrollment update began with asking whether those present had seen the write up in the Sunday paper. He stated that it was interesting to see the prospective of other institutions. He tried to contact Charleston this morning to get some state-wide data for the fall 2007 but it is not yet available. Numbers are now finalized and we are relatively close to where we thought we would be in headcount, which is up 40-50 students from where we originally thought because of the response to our dual credit expansion at John Marshall and Magnolia.

We have had a tremendous response to this program; beyond our expectations. We landed at 504 first year full-time first time freshmen, with an overall headcount of 2,406, which is close to 140 ahead of where we were last year. Housing is at 1,095 from 1,034 this time last year. Transfers are at 262. Praises have been sent down to the Admissions Office for all their hard work. Dr. Carpenter will be driving five hours following this evening's meeting to catch a couple college fairs from where he's from, knows some people, and schools he's very familiar with. Ms. Ely stated that these numbers are no real surprise and is very pleased.

Ms. Keller stated that the recognition in the paper was wonderful. This is the kind of unsolicited publicity West Liberty needs and acknowledged Dr. Carpenter for his hard work. Mr. Moore echoed the same sentiment and is glad to see the improvement in enrollment. These positive things are reflected in the challenges of the enrollment staff. Mr. Moore noted that we also just set the bar a little higher for next year. Dr. Carpenter stated that he believed that largest first year class ever was 531 and has his eye on that number.

8. Dual Enrollment/College at the Park:

Mr. Cook is at an out-of-town conference. This item will be reported on at the next Board meeting.

9. Development Update:

No update from the Development Office was presented.

10. Budget and Finance:

Mr. Henry directed the Board to the finance report in their packets. Revenues for the current year we are in are at 52.56%, which is where we should be right now with more money in the fall compared to the spring. At 24% expenses are holding and in-line. Bond covenants are fine and in line on the current budget.

The next page is a draft budget for Fiscal Year 2008-09. In looking at the budget breakdown you will see the tuition increase of 5.9%, which could fluctuate, but we are looking at 5.9% right now. A wage increase of 2% for faculty and staff is included, which should put West Liberty at the third institution in the state to fully fund the Mercer pay scale. Also included in this budget are \$189,000 in staff requests. At this point we are not sure how much of these requests can be funded. The metro rate with the expanded counties worse case scenario is \$104,000, which we do not feel will happen. Our bottom line for Fiscal Year 2008-09 is currently negative but this is not unusual. We will be fine tuning this budget as you will see at the upcoming Board meetings. A balanced budget will be presented to the Board for approval at the April 2008 meeting. At that time we will know what Charleston has budgeted for West Liberty.

Mr. Compston asked how the staff requests are decided. Mr. Henry stated that each budget manager submits a three-year budget plan for projected spending. These numbers are compiled for the draft budget. Some budget managers get involved while others do not feel the need. What's listed is exactly what is requested. It does not mean these dollars will be appropriated to the areas listed.

Mr. Turrentine asked how West Liberty's tuition increases over the last five years compare with the rest of the state institutions. West Liberty has one of the lowest tuition and fee rates. Dr. Carpenter stated that one of the things we are cautious of is our position with the out-of-state schools. We raise our costs a certain percentage, but at the same time watch both ends between in-state and out-of-state schools. We are fairly even with our out-of-state and even with most of the in-state schools. We are slightly lower than many of the state institutions. Dr. McCullough stated that over a four year period you will find WLSC among the two or three state institutions with the lowest percentage rate for raising tuition and fees. We are still affordable. When you look at our state supplement and the small increase in that supplement of 1.9%, and the overall higher education budget increased by 9%, WLSC is always way below with low state supplements. We have a tremendous faculty, staff, and administration who deserve a great deal of credit. When asked how sensitive tuition is to enrollment, it was stated that with tuition going up slightly less or just about what everybody else went up it does not impact West Liberty. In the Enrollment Management Plan, one of the appendixes in the Plan is a breakdown of 2006-07 figures for tuition and room and board for WLSC versus institutions within 200 miles of here. This gives a good snapshot of how we compare with the competition.

Ms. Keller stated that in her eight years of serving on the Board it's been sort of a theme of this Board, if you will, to stay affordable and cognitive of the target of our students; that being a quality affordable education. This is very much a part of our decision making process. It is also very incumbent upon us to continue to develop a third source of income. We need to find ways to raise money to meet the continuing needs of this college. In the years I have been involved with the State, the budget has been a straight line down hill. One group she will be talking with is the National Science Foundation in Chicago. They offer grants and will talk with anybody, especially in the area of science. Dr. Lukich stated she would like to join in the conversation. The College does not have an official grant writer. Grant writing is so specialized that people only write in one area. We are looking for grant writers in the science and education areas.

Ms. Burke stated that it was said Mr. Chick O'Data will be over seeing the development office. Susan Oglinsky is the only remaining development officer so there's basically no development office, which is scary. President Capehart stated that in looking at money raised in the development office, last year \$3.2 million was raised, \$1.5 million of that was interest, passive income and a return on our investment. Costs in the development office last year were \$580,000 to raise \$600,000. An analysis was done on productivity in this office to get a handle on how much it is costing the College. Quite frankly we are not losing money right now since we are not paying salaries. We need to get this office into the position where it is productive and efficiently raising money.

Mr. Davis added for edification that Jason Koegler was hired for the development office November 1st. Seven individuals were interviewed in two days. The requirements were that strict and we want good people who have a good background in fundraising. This is the only individual hired to date with the possibility of two others in the next week or so. It is not a matter of the cupboard being bare and one new person coming on board. There should be more news by the next Board meeting. Mr. Moore stated that in conversations with faculty, staff, and administrators, he is getting commitments from folks to bring money to this college. He agreed that having somebody in that office gives us more opportunity to have a focused direction and he had heard a couple of folks talking about an effort to get that done. President Capehart stated we don't want just people, but the right people. The Foundation has the same concerns and asks for your patience.

Mr. Turrentine asked if the development office answers to the president or the foundation board. President Capehart stated that the development office reports to him and the foundation board. The foundation will handle the fund management. We currently do not have the ultimate model we would like, but we are in transition to get it into that position. Chick O'Data presented his final report to the president on the analysis he was conducting on the development office this afternoon.

Mr. Henry continued with the budget and finance report, stating work continues on the bond refinancing. This is being done and mentioned only if we need to do this so the Board is aware.

The bond audit was completed with no problems and the financials are in the final stage of the audit. This is the third week of the purchasing card audit and the audit will not be finished until next week.

11. Strategic Plan Update:

Campus wide Strategic Planning is scheduled for November 1. The Executive Committee of the Board and the campus Board members are again invited to participate. We are anxious to bring individuals together in order to review our progress since last fall. In the future, President Capehart has mentioned a different approach to strategic planning, which will probably begin in spring or summer of 2008.

12. Proposed Student Lap Top Program:

The focus of this program is to put the latest technology we can find into the hands of the student, which is extremely important in a student oriented institution. This is an overall technology enhancement issue into which we are looking to see what we can do on campus with technology and achieve academic excellence. Jim Clark as Chief Information Officer is the centralized point person on campus to start-up this program in an effective and efficient manner.

One part of this technology enhancement is a laptop and software program. The laptop program would be implemented in the fall of 2008 where all incoming freshman will have a laptop computer. If they do not have a laptop we will give them one. There is a transition period already in place to rotate computers over four or five years, putting the latest technology into the hands of the students. Laptops will be made available to upper classman at a significantly reduced price. These would be \$1,000 computers if you include the software, but WLSC will be paying a retail price. A similar program for faculty will be instituted and the College already has certain state approved vendors it deals with, including Dell, HP, and Lanova, which is IBM. Upgrades will be available for students and faculty for an additional cost. Individuals could also obtain a computer with all of the bells and whistles at an additional cost if they did not want the basic laptop provided. An agreement will be put into place with the vendors where seniors could trade in their laptop toward a newer model at a reduced cost. Sophomores, Juniors, and Seniors can have a software package valued at \$400 loaded onto their computer for free in the fall of 2008. Resources are being made available for this program without an additional technology fee or an increase in the technology fee.

Mr. Henry stated that through a consolidation of technology funds, we found we would have sufficient resources to do this project plus provide other campus technology upgrades. We are confident we can meet the program and campus needs at a maximum cost of \$300,000, but probably at only two-thirds of this cost. 80% to 90% of students already own a computer so it is possible \$200,000 could cover the cost of this program. Mr. Henry has also developed a plan where the student signs a contract and if they leave before the first year they pay us 100% of the cost of the computer. If they leave in the second year it will be 67% of the cost, third year 33% of the cost, etc.

This program benefits three areas, those being that all students will have the latest technology, each student will have their own personal computer lab and won't have the worry of the library, SGA stations, stand-up stations, and computer labs being full. There will be no more waiting in line and will be able to sit wherever you want with the wireless capabilities. WLSC should be up and running as a fully wireless campus at this time. These laptops will prepare students for the workforce.

The benefit for faculty will be the increased ability to utilize technology in the classroom. A benefit to the College in general is providing the general stability of hardware and software for the help desk. With 50 to 60 different types of computers on campus and the specialization to a certain program degrees, these computers will make more efficient time of the help desk. The majority of computers will be the same kind which can be updated periodically. A four-year rotation has been built in for the computer hardware so the College can maintain a technology edge in terms of competitors. This will be a great marketing tool for prospective students in a very competitive world in terms of education. Two primary concerns are the ability of the College to cover the cost and provide for other technology needs of the campus, and sufficient resources to provide for the laptop program and assure other technology needs of the campus will be provided in a reasonable period of time.

Research on other campuses showed that this type of program increased enrollment, creating additional resources for the program and institution in general. Twenty new students would pay for the \$300,000 estimate. Jim Clark can answer any technical questions and Pat Henry the financial questions.

Roseanna Keller stated that the program sounds great and will prepare students for the future. The first thing companies do in the professional world is give employees a laptop computer which they will use 24/7. With laptops the degree of theft goes up proportionately higher than a hard drive, landline computer. Have we given any thought to security and the points on campus and what to do or not do to decrease that theft? Second, if folks are disappointed they weren't here to get this opportunity, is there any possibility of the vendor making an offer to upper classman at a reasonable price? It was stated that the theft issue has been thought about and can be a problem which we will have to work out. Jim Clark stated that there is a low jack software package for the recovery of stolen computers is an option.

Bev Burke stated that she had some questions and concerns. On the surface the program sounds good in attracting students and the comment about preparing students in the classroom with laptops is convenient. It was asked of Jim Clark, how do our students feel, current students,

the upper classmen, paying the same technology fee and not receiving the laptop? Also, Mr. Henry stated that on the budget analysis there is a fee increase for laptops of \$25,000, and a technology laptop amount of \$100,000. \$300,000 was stated previously. Where is the difference coming from, and explain how is this going to affect the faculty laptop program? Where is the money coming from if the main frame of the computer center breaks down?

Mr. Henry stated that some of the staff requests are for new technology and some money has been earmarked for technology. All estimates for the budget are preliminary. We are looking at and dealing with vendors for some type of insurance with a \$25.00 fee for laptops for some type of policy for replacement costs. The technology fee will not be raised for the laptop program. \$300,000 will cover all computers in all three freshmen dorms. Mr. Clark stated that there are currently 475 freshmen in the dorms right now with 267 wireless computers in those three dorms, and a grand total of 714 devices that were connect through plug ports. We currently have more devices than students. Other devices in the plug ports can be desk top computers, laptops, game boys, and X-boxes. Students are using and bringing in quite a number of laptops already. Our theory is that some students will continue to bring in a laptop, and we will be able to provide them with the \$400 software load, but that is also one of the thoughts on how the program will be adequately funded at the \$300,000 level. The procurement process with the various state vendors and the amount of units purchased will drive down the cost of each unit. The answer on this is it's a developing story, but a \$300,000 level, in Mr. Clark's view, is a sufficient start and a good budget number to hang our hat on at this time.

Ms. Burke asked Mr. Clark if this is just a marketing tool. Ms. Burke stated that looking at this as a parent, you're giving my freshman a laptop, which is great, but for the parent with a sophomore learning about the program, it's not great. Are there any plans to have a printing center if we do away with standing labs? Students will need somewhere to print, which will cost the college more money and staffing if everybody has a laptop. Who will assist the students when the laptop breaks down or have other problems? Mr. Clark stated that students come to the help desk with all different types of machines today. On any given day they have any number of computers that come to them. We make recommendations and assist students as best we are able. With this program we will be able to look to one or two standard vendors, get technical training for our staff to analyze problems, have damage potential for the laptops, and some type of hazard policy to cover each situation. We will have a relationship with a vendor to supply commonly broken parts, overnight shipping, and spare computers to provide to students that we cannot provide today.

President Capehart stated that this is a tremendous marketing tool, but it is not just for marketing. It would be a tremendous benefit to the school and would empower our faculty. We want the students to have that technology and assure them that it is available. This is something that is becoming a requirement in colleges across the country. At the New President's Academy there were only two in attendance that did not have a laptop program in place. This is not just to keep up with the Joneses, but a competitive situation where we have to be in a technological environment and a step-up from high school. The prices of laptops are going down. We are talking about a program, looking ten years down the road, at what the next generation expects to have. Even printing; we all have to learn that we can handle documents in the digital manner and trade and edit and build those skills as a value within our college. We need to focus on trying to learn new digital skills, not printing. Industry is moving this way. Mr. Larch asked if 80-85% of our students attend with their own computer, and the recommendation for the fall of 2008 is to give all freshmen a laptop computer, is the long term goal to not bring computers to college. President Capehart stated that no, this is not the goal, but that we just want all students to have a computer.

Brian Joseph stated that his first thought was that we are coming at this program awfully late. Carnegie Mellon had such a program in 1999 and other universities have been doing this for a long time. This is a good thing and the right thing to do. The way things are moving with all these devices, do we expect every student to want a computer, and what would be a reason for a student to not take the computer and give it to their mom or sell it on EBay? It was stated that the students will sign a contract for the computer. It was then asked how we will track these computers for four years. Jim Clark stated that every electro mechanical device made today has a machine address and we have methods; if you're plugged into our system, to see your machine address.

Jim Compston asked about the remaining printing concern. President Capehart stated that we will be holding onto the computers labs. To phase out the albs would not be in the students' best interest. The printing will be addressed. Jim also asked about the different majors offered by WLSC and will the computers be compatible with all the programs we offer. It was stated that we will not be looking at just one type of computer. We are looking at different types, with a minimum of two, one being the Apple. As for printing, it was stated that many classes now give out assignments and only one or none of the assignments are ever printed. Papers are e-mailed to professors, sent back to the students, and no papers change hands.

Mr. Turrentine asked, what is the capability of this program with the breakdown of computers on campus. Mr. Clark stated that you have to look at the probable failure rates and industry standards. Since this is something new, you have a burn in period and if it does not exhibit failure, the program should operate for years. This is the rule of industry and it has held up for a number of years. We have an estimate of what we need for staffing and a short ramp-up period at the beginning of the semester. We might need additional part-time casual employees, but do not see the need to support this program with additional positions. Mr. Moore asked if we currently have a help desk, which we do. Mr. Clark stated that we solve many problems through the help desk and never see the student. These programs have been around for a while so the knowledge on how to set them up is there. There was a conference call this week with such a program in Minnesota to get detailed information on how to structure the contract supporting the student, having the vendor provide web site, IM, chat, e-mail, etc. Mr. Clark can't supply support after 4:00 p.m., but these vendors supply support 24 hours a day. We will structure the program so that the student does not have to wait around for anything. Reserve computers will be available to hand to the student, take their computer, phone in the part, have the part shipped over night, and have a staff member trained to repair the computers as part of this program.

Mr. Compston stated that going with a program like this means the internet needs to be faster. Mr. Clark stated that this is a line item of the program and he has looked at the need for the campus to increase band width for existing telecommunications. He stated that Mr. Compston is absolutely right and we realize at this point we must make an upgrade. Mr. Henry stated that money has been put in the three year budget to address this issue. Mr. Turrentine stated that in talking with Jim Compston, he was told that the West Virginia Wesleyan program began in 1996 and they have since dropped the program. Jim stated that it was because of a lack of faculty support for the program. Mr. Turrentine then stated that WLSC's Faculty Senate has not heard of this program, along with other faculty members. A few faculty members know about the program but the majority of his constituents do not know about the laptop program. If you want the program to be successful in the classroom you need faculty support. It was asked that the President attend the next Faculty Senate meeting to present the laptop program.

President Capehart stated that these are points well taken. He also stated that WV Wesleyan had hard wired their dorms with desk top computers and had a terrible maintenance program for them. Mr. Turrentine corrected that it was a laptop program and had a copy of an article regarding the program. Dr. Lukich also stated that the program was part of the IBM Think Pad program which WLSC's Nursing Program actively participated in, too. President Capehart stated that he thought it was a desk top program. The first year of the program will give us a chance to step back and analyze the program. Mr. Turrentine stated that this issue needs to go before Faculty Senate to gauge the faculty about their ability to use the program. President Capehart stated that in talking with a few faculty members on this issue, they agree this is the direction West Liberty needs to go. With the turnover of seven or eight faculty members, with new faculty coming in, new faculty are looking for this type of program. West Liberty needs to be doing the marketing for this program now for students looking at what college they want to attend next year. The fact is, we think the low cost to put these laptops in the hands of the students makes quite a statement.

Ms. Burke stated we should market this as a pilot program. If West Liberty markets this as a pilot program, we have a lot of problems and it fails, it will not look as bad. If we market as a pilot program we could start with the Education Program to see how it works. If it increases enrollment we could expand to other areas. This would still benefit our students, but on a smaller scale to see if it works. President Capehart stated that if we were the first college to try this program he would agree with Ms. Burke. These programs are done all across America. The problems that we are going to face are not going to be unique. We can look at other colleges to see what problems they faced to address those problems. We have looked at one particularly well

designed program in Minnesota, a state university with 8,500 students and graduate programs. They put together a journal on this program, a multi-year program, and it has been very successful. This would not be much different for West Liberty and we will not have to go through the same problems. We are going to be investing all of the operational characteristics of that program because it's successful, and with the successful launch of this program we will work through the problems.

Ms. Exley then thanked the group for all of their much appreciated comments on the laptop program.

13. Metro Rate Expansion to Include Guernsey County*:

A "Metro Rate" representing a \$2,000 annual discount (\$1,000 per semester) in the tuition and fees for full-time students currently applies to students residing in Belmont and Jefferson Counties in Ohio and Washington and Allegheny Counties in Pennsylvania.

A proposed expanded Metro Rate to include Monroe and Columbiana Counties in Ohio and Beaver and Greene Counties in Pennsylvania, applicable for the 2008-09 academic year, was approved at the August 2007 BOG meeting.

A further proposed expanded Metro Rate would include Guernsey County in Ohio. This discount would apply to all full-time students residing in this county attending West Liberty State College and would be prorated for part-time students.

Dr. McCullough stated that we heard the numbers from Dr. Carpenter; a nearly 25% increase in out-of-state students largely attributed to the metro rate. This expansion is not intended to be an afterthought, but this additional county, Guernsey, is an area in which we are under represented. Continuous to Belmont and Jefferson County, the request is simply to add Guernsey County to the four-county extension. This makes sense and we have had a strong request from Admissions for this under tapped market. This is the type of edge we need to have for this area.

ACTION ITEM III:

A motion to approve the Metro Rate for the 2008-09 academic year as stipulated was then made by Jim Compston and seconded by John Moore; motion passed unanimously.

14. Smoking Policy *:

At the August 29, 2007 meeting, the Board of Governors approved the dissemination of the revised Tobacco Use and Guidelines policy to constituent groups for comment. The comments received were reviewed and the Board is asked to approve the revised smoking policy.

Dr. Carpenter stated that a committee was formed to look at the policy during the 30-day comment period. The few comments received are included in the Board packets. Some survey work was done across campus and the responses were pretty much in favor of the policy three to one. 20% of those participating in the survey admitted to tobacco use and the overwhelming issue that people selected was that they wanted smoke free entrances to buildings and butts picked up across campus. There were no comments that would prohibit taking action on this tonight, and the committee that looked at the comments feel it is appropriate for the Board to take action.

ACTION ITEM IV:

A motion to approve the revised *Tobacco Use and Guidelines* policy was then made by Brian Joseph and seconded by Mike Turrentine; motion passed unanimously.

15. Alcohol Policy*:

Ms. Exley stated that today is the first anniversary of the SGA Alcohol Proposal and everyone should be prepared to vote. The students need a decision made and Chair Exley asked for a motion on the policy. The only change to the procedure is that this is a six month preliminary study and the Board will review the proposal at that time to see how it's working. Dr. Carpenter stated that if we begin to have problems before the end of the six month period, if students approach the Student Affairs Office reporting problems, and things are not working, the privileges will be immediately pulled.

ACTION ITEM V:

A motion to approve the Student Government Alcohol Proposal was then made by Jim Compston and seconded by Roseanna Keller; Beverly Burke, John Moore, and Mike Turrentine opposed; motion passed.

16. I-70 Project Update:

President Capehart reported earlier in the meeting on the I-70 Project.

17. Athletics Update:

Mr. Watson stated that since the last Board meeting, several things have taken place, most notably what the president referenced earlier in the very significant meeting with an alum which led to a sizeable pledge to kick-off this project. Talking points were distributed to make the case for the many things we think this project would bring beyond just a football stadium. We are trying to convey that we would take this concept of the ASRC and extend it outdoors, if you will. There are a number of items listed and donor interest in the project is needed for the project to be successful. Mr. Henry put some numbers together and Dr. Carpenter put together a list of what the summer conference revenues might look like if this project comes to full fruition.

Another thing that has happened since the last meeting is that we have been able to line up a firm to do core sampling of the soil. This will occur after our last football game this season. When we have the results the architect and civil engineering people will analyze the suitability of the site and begin to engineer the necessary drainage for the project. A lot of things have to line up and everybody is excited about this program. We need to remember that these things don't happen over night. The ASRC was a good three years in the planning. The conceptual phase has been going on for the better part of a year and a half. The schematic phase, which is more fine lined in the development, leads to contract bid documents, to the actual bid process, and the project administration.

A number of things need to occur. With the formation of a committee to help work through this process, we will be coming to a point very soon where we have to determine what we can do in the scope of the project and sequencing becomes a big issue. We have talked to the firm who did the feasibility study and told them some things were looking promising. The project is back to the front burner, but it became obvious through discussions that we will have to make a decision fairly soon. If we piece meal this project there are some down sides. If we put in the turf first and finish the project later you will damage the turf. We also need to take the necessary steps in dealing with state purchasing rules. We need to do these things soon to work through these phases to build toward a budget and financing package. The president is meeting with foundations and others toward financing the project. Things are starting to percolate but we need to go through the steps to do this right. If we are committed to doing it right we will get it right. This is where the project stands at the moment. Mr. Watson asked if there were any questions.

President Capehart noted that this is more than just a football field, but a facility that has the potential to generate significant incomes that would be beyond the state tuition appropriations. Growing up in this area band camp was always held at West Liberty. We are not that fortunate anymore and the camps have slowly faded away. In recent talks with two band directors, they would love to come back to West Liberty. The potential for those camps and football camps, the potential revenue, and the possibility of our own band bringing in an additional 60 to 70 students, is something we cannot look past.

Dr. McCullough noted Jim's work on the ASRC, the finest facility in the NCAA division, which is not an overstatement. This project is on a substantially smaller scale but shows the multi-purpose component of this facility. If anyone says the ASRC is the basketball gym they're dead wrong, anymore than this project is just going to be a football field. Looking at the project in that context, the real drive to this, the benefits far outweigh any down side to this project.

Mr. Moore stated that although he was not at the game last Saturday, he heard it and thought the job Jim Watson and Roger Waiialae did in talking to the media was professionally done. We had the opportunity to shoot ourselves in the foot but we took the high road and said the right things. Mr. Moore was pleased as an alumnus and Board member and stated once again that they did a great job, and if we build this stadium, they will come. We obviously have a lot of work to do, but we're attracting students here and this is only going to help in the overall area of education. He was also very impressed with the homecoming activities and the exercise physiology students

and their hands-on work. Mr. Watson thanked Mr. Moore for these comments and stated that, as Dr. McCullough alluded to, the ASRC has something for everybody. For the academic programs there are additional classrooms on Level 2. Dr. McCullough then stated that Jim and his colleagues didn't scrimp on the ASRC and the programs they are able to offer. The Exercise Physiology Program will soon achieve national accreditation and has over 100 individuals in the program. This program is based in this complex.

Lynne Exley noted two things she would like to bring to the Board's attention, those being the upcoming football game at Shepherd and a couple events taking place around the football game. Everyone is invited to attend if you happen to be traveling that way and would be a good opportunity to get together with the alumni in that region, as well as anyone from the Ohio Valley who will be traveling that way. There will be a brunch on Saturday morning featuring President Capehart and Roger Waialae. The brunch is taking place at the college and served at a private dining facility. Friday night's event is at the Clarion Hotel. Information about these events was previously distributed to those in attendance.

18. Stadium Committee Request:

President Capehart reported earlier in the meeting on the Stadium Committee and those appointed to the serve on the committee.

19. Adjournment:

The meeting adjourned at 7:10 p.m.

Lynne Exley _____
Chair

Secretary

**West Liberty State College Board of Governors
Executive Committee
Vance Memorial Presbyterian Church
Conference Rm. B, 905 National Road, Wheeling, WV
October 17, 2007**

Executive Committee Members: Lynne Exley, John Moore, Bernie Twigg

WLSC Administrators: Robin Capehart, John McCullough, Pat Henry

Legal Counsel: John Gompers

1. Ms. Exley called the meeting to order at 8:00 a.m.
2. **Laptop Program**
This will link with the College-wide wireless project. Laptops valued at between \$600 and \$1,000 will be provided in fall 2008 to all entering full-time freshmen who need them. A fee will be assessed for maintenance/warranty purposes. The committee of Pat Henry, Jim Clark and Bill Baronak will continue to examine options associated with this program.
3. **Facilities Master Plan**
It is presently current but will need to be updated if the College makes additions/expansions to its present facilities makeup.
4. **Alternative Housing**
Some existing faculty housing could be converted to honors-student housing and fraternity/sorority housing. The College will continue to explore possible public-private partnerships in this area.
5. **Football Stadium**
An extensive review will be made of possible artificial-turf utilization for Russek Field. Private dollars would be the primary source of funds for new turf and for any future renovation of the football complex. Such renovation would also encompass a new women's softball complex.
6. **Eminent Scholars Endowment Trust Fund**
Opportunity exists to utilize this private-dollar approach to attracting new top-quality faculty members in particular academic fields.
7. **College-Foundation Relationship**
This is still being reviewed. The Foundation will repay the College for some previous p-card utilization.
8. **Expanded Metro-Rate**
The requested expansion of the successful Metro-Rate program to five additional counties will be on the next HEPC agenda and is expected to be approved, subsequent to approval by the BOG.
9. **Development Office**
Ad are out to fill vacancies in the Development Office. Chick O'Data is serving as a consultant/resource person for development operations.
10. **BOG Orientation**
The program was excellent and well received by everyone. Participation of new BOG members was excellent.
11. **Presidential Inauguration**
Feedback was very positive from many individuals regarding this event. DVDs of the Inauguration will be made available through the Development Office.
12. **BOG Committees**
John Moore will chair the BOG Finance Committee. BOG Campus-Life Committee will work with J. D. Carpenter and his staff.
13. **Proposed Policies**
The Alcohol Policy and Smoking Policy will be further discussed and voted upon at the next BOG meeting.
14. **Executive Session**
The Committee voted to move to executive session to discuss a personnel issue.
15. Meeting adjourned at 10:15 a.m.

Lynne Exley

Chair

Secretary

West Liberty State College Board of Governors
December 12, 2007

HONORARY DEGREE

Action Item

Proposed Resolution: *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 2007 commencement to Elliott E. Maynard.

Summary of Higher Learning Commission Accreditation Visit

for WLSC Board of Governors

December 2007

Our campus leadership for this visit included Dr. Richard Brown, Dr. Melinda Kreisberg, and John Giesmann, who functioned as Tri-Chairs. They did tremendous work as we prepared for this site visit.

On November 26, 27, and 28, 2007, a team of five Consultant-Evaluators conducted an accreditation review of the College. Using the five criteria established by the Higher Learning Commission of North Central Association of Colleges and Schools, the conclusion of the team was that West Liberty State College will be recommended for re-accreditation for another ten years (the maximum term possible), including continuation of the ability to offer 20 credits of graduate study annually. Further, the team is recommending a delay in the request for "institutional change" until the newly proposed Master of Arts in Education Program is approved at the state-level.

Strengths identified:

- Funds well managed (reserves increased, net assets increased over past 3 years)
- Faculty engaged in academic planning
- Highly informed and engaged Board of Governors
- College Assessment Plan in place and majority of programs engaged in assessment
- General Studies Program (GSP) goals are good and matrix for assessment of GSP is in place
- Technology Infrastructure and buildings are in good condition
- Great student body, Student Senate Executive Committee, and communication with the campus
- Masters Program: curriculum is well planned, faculty are qualified, admission standards are appropriate, and assessment standards are properly aligned with accreditation criteria

Areas of concern:

- Financial limitations to meet academic needs: library, masters program
- Strategic Plan needs institutional attention: too many ongoing activities
- Assessment plans need more specificity and linked to student learning
- General Studies Program assessment lacks timelines, reporting structure, and in-depth analysis
- Masters Program planning lacks: needs assessment data, adequate resources (including library) for sustainability, letters of support from other educational institutions, and thorough documentation of marketing plans/enrollment management plans

In conclusion, the team is recommending the full ten-year re-accreditation of West Liberty State College with a progress report due in two years focused on academic assessment and general studies program assessment. The College is encouraged to resubmit its request for institutional change following approval of the Masters Degree Program by the WV Higher Education Policy Commission and the WV Department of Education. Hence, the College is anticipating offering its first-ever stand-alone graduate program during the 2008-09 academic year.

**PRESIDENT'S REPORT TO THE BOARD OF GOVERNORS
WEST LIBERTY STATE COLLEGE**

Wednesday, December 12, 2007

HLC/NCA Accreditation Visit

- The HLC/NCA Accreditation Team conducted their campus visit on November 26 – 30, 2007.
- At the conclusion of their visit, the accreditation team announced that they would recommend West Liberty State College for an additional ten year accreditation.
- The accreditation team announced that they would not recommend the proposed masters in education program for accreditation.
 - The primary reason for the denial of the recommendation is that the College had not sought and received the appropriate accreditation from the Higher Education Policy Commission.
 - The team offered a favorable report on the academic program but indicated that the proposed program needed additional administrative support.
 - The College is preparing to address the concerns of the administrative team and submit the program for accreditation at the January meeting of the HEPC.
 - Reconsideration of accreditation for the proposed program will require additional submissions, but will not require an additional site visit.
- The accreditation team offered concern regarding the following areas:
 - The strategic planning process;
 - The budget process; and
 - The lack of scholarly activities at the College;
- A copy of the team's report will be made available to the College by mid-January. We shall offer a more comprehensive report on their findings at the January meeting.
- The report will offer a number of strengths that the College should be positioned to promote.
- In summary, the accreditation team's visit and its report will serve as a valuable tool for the strategic focusing initiative we are planning for next semester.

Strategic Focusing Initiative

- The College will begin a strategic focusing initiative next semester.
- The role of the Board of Governors is extremely important. The first phase of the initiative will require the Board to establish and overall direction for the institution. More information will be provided at the January meeting.

Higher Education Policy Commission

- On Friday, November 30, 2007, I attended the HEPC meeting at Glenville State College, Glenville, WV.
 - During the meeting, the Commission approved our request for an expansion of our metro rate to include Columbiana, Guernsey and Monroe counties in Ohio and Beaver and Greene counties in Pennsylvania.
 - The Commission approved its proposed capital budget that includes funds for several improvements at West Liberty.

Development Office

- On December 16, 2007, **Jeff Knierim** will become the Chief Development Officer for West Liberty State College. The CDO position will replace the position formerly entitled the Vice President of Institutional Advancement.
 - Jeff comes from a family that is deeply rooted in the Ohio Valley.

- Jeff has been serving as the Executive Director of the United Way for the Upper Ohio Valley since 1972. Previously, Jeff operated Coeey-Benz Furniture Store which was owned by his family.
- Jeff will join **Jason Koegler** who has worked as a Development Officer since November 1st.
- Our consultant, **Charles “Chick” O’Data**, is involved in several projects affecting the Development Office:
 - Preparation of a Case Statement for our fundraising activities
 - A review of all endowed and nonendowed funds and the record of distribution. From a preliminary review, it appears that in recent years there has been a failure to appropriately distribute income to designated units within the college.
 - Creation of a comprehensive operating plan with goals, strategies and projects and an appropriate timeline for execution and assessment. The emphasis of the plan will be increase participation. Such an operating plan has been nonexistent for the last two years.

Projects

- Highlands Project
 - The College met with Greg Stewart about the possibility of establishing an academic presence at the Highlands. We reviewed several options and decided to pursue the possibility of funding the build-out of a building in the complex that will house the operations of AT&T.
 - Chancellor Brian Noland indicated that he would visit the campus prior to the end of the year to examine the proposed project and the possibility of providing funding.
- Alternative Housing
 - We are investigating the possible financing options for the acquisition of the newly-constructed Chatham Street Apartments for use as an honors house for our students.
 - Currently, the negotiations center on a public-private partnership in which we would acquire the property under a lease purchase arrangement.

Analysis FY 09 Budgets

NEW ITEMS

Additional Revenue Sources:

Tuition Increase	6.5%	\$ 791,779	\$5	Special Equity Fee
**2150 Students Avg			\$10	Athletic Fee
Fee Increases		\$ 107,000	\$40	Private Music Lessons
Room/Board Increase	5%	\$ 245,315	\$15	Lab
State Funding increase	3.5%	\$ 230,567	\$200	Equipment warranty
Grants		\$ -		
Total		<u>\$1,374,661</u>		

Wages	Increase	3%	\$ 342,208
New positions: MAC,			\$ 22,500
Benefits			\$ 47,909
Promotions			\$ 50,000
New positions: Dean 2 Faculty			\$ 200,000
PEIA			\$ -
Retirees PEIA			\$ -
Staff Request			\$ 248,916
Library		5%	\$ 2,100
BRIM			\$ -
Gas	Natural	Electric	\$ 33,432
Accreditation			\$ 22,000
Band width			\$ 12,000
International Recruitment			\$ 12,500
Technology & Insurance			\$ 157,500
Gym Floor	Racquetball		\$ 29,000
Custodial Services		5%	\$ 35,431
Tuition Waivers			\$ 41,332
Operating Expense Increase 1%			\$ 84,254
Band			\$ 70,000
Metro Rate			\$ 84,000
Total			<u>\$1,495,082</u>
Variance			<u>\$(120,421)</u>

Staff Request:

Safety Position	0.49	9758		
906 Trainer		\$35,000	Equipment	Request
900 Student programming		\$10,000	Wind/Bath	\$287,500
740 Off sup/Travel		\$431		
656 Computer Center		\$48,339		
720 School of Education		\$6,062		
723 Dr Musser		\$6,577	Copier	\$11,000
710 School of Business		\$2,189	Copier	\$3,500
731 Arts & Communication		\$12,778	Equipment	\$107,125
741 DH Supplies		\$3,151		
721 Professional Education		\$1,863		
625 Board of Governors		\$300		
650 President's Office		\$13,129		
742 Nursing		\$5,000		
752 Nursing Lab		\$2,560		
735 Dept of Social Science		\$5,322	Computers	\$9,800
730 School of Liberal Arts		\$1,008	Computers	\$4,000
679 Institutional Research		\$435		
636 Advertising/software		\$30,500		
Various Student Services (JD)		\$49,514		
Campus Safety Raise		\$5,000		
Total		<u>\$248,916</u>		

**4,300 Students for the year 2,300 Fall and 2,000 Spring Semester
EE students account for 1/3 for a student

West Liberty State College
Budget Cash Report Fiscal Year 2008
As of December 3, 2007

	<u>Percent (%) of Budget</u>	<u>Original Budget Totals</u>	<u>Adjusted Budget Totals</u>	<u>Actual Totals</u>	<u>Variance to Budget</u>	<u>Percent Budget</u>
Revenues:						
Tuition and Fees Less Waivers \$327,970	32.61%	11,021,495		5,934,418	(5,087,077)	53.84%
State Government Appropriations	30.49%	8,886,241		3,732,221	(5,154,020)	42.00%
Auxiliary Enterprise Revenues Less Waivers \$376,446	19.34%	6,687,125		4,530,790	(2,156,335)	67.75%
Other Sources	<u>17.56%</u>	<u>939,015</u>		<u>509,436</u>	<u>(429,579)</u>	54.25%
Total Revenues	100.00%	27,533,876		14,706,865	(12,827,011)	53.41%
Expenditures:						
Personal Services	38.48%	12,535,653		4,897,797	7,637,856	39.07%
Fringe Benefits	10.40%	3,265,542		1,313,404	1,952,138	40.22%
Other	<u>51.12%</u>	<u>11,718,591</u>		<u>5,916,997</u>	5,801,594	50.49%
Total Expenditures	100.00%	27,519,786		12,128,198	15,391,588	44.07%
Net Increase/(Decrease)		<u>14,090</u>		<u>2,578,667</u>	<u>2,564,577</u>	

Budget Assumptions:		Bond Covenants Compliance %	Covenant Balance	Cash Balance	Actual Percent	Fund #
1	Budget based on 4,300 FTE					
2	Raises 3% on October 1st					
3	Small reserves for Housing/Bonds payments	110%	A 446,583	967,311	217%	8322
		154%	B 95,133	261,342	275%	8342
		163%	C 194,189	118,924	61%	4564
			735,905	1,347,577		

West Liberty State College Board of Governors
December 12, 2007

BOND REFINANCING

Action Item

Proposed Resolution: *Resolved*, that the West Liberty State College Board of Governors approves submission for the bond refinancing to the Higher Education Policy Commission.