

**West Liberty University  
Board of Governors**

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**Minutes**

**December 7, 2011**

Attendance:

Lisa Allen, Beverly Burke, George Couch, Brian Joseph, Patrick Kelly (phone), Paul Limbert, Carrie White

Unable to Attend:

Richard Carter, Rob Marks, Robert Steptoe, David Syrylo, Ann Thomas

Administration/Faculty/Staff:

Robin Capehart, John Davis, Mary Ann Edwards, John Gompers, Tony Koyzis, Jack Wright, Scott Cook, Jim Stultz, Bill Baronak, Melinda Kreisberg, Robert Gall, Shannon Halicki, Darrin Cox, Hollie Buchanan, Tammy McClain, Richard Brown, Travis Miller, Corey Reigel, Ryan McCullough, Aaron Huffman, Traci Tuttle, Linda Cowan, Earl Nicodemus, Erik Root, Shane Stack, Maurice Lockridge, Craig Crow, Tracy Hutchison, Michael Aulick

**1. Call to Order:**

Chair Joseph called the meeting to order at 5:08 p.m.

**2. Chairperson Comments:**

None.

**3. Swearing in of New Board Member:**

Chair Joseph issued the Oath of Office to Lisa Allen. Ms. Allen is President and CEO of the Ziegenfelder Company in Wheeling.

**4. Consent Agenda\*:**

Chair Joseph asked for a motion to approve the consent agenda items, those being the minutes of the full Board of October 12, 2011, minutes of the Executive Committee of the Board of September 28, 2011, the Prall Cemetery Lease, Honorary Degree, Repeal of Policy Nos. 12-Publications, and 52-Public Relations Representative, and update of Policy 27-Order of Responsibility.

**A motion that the West Liberty University Board of Governors approve the Consent Agenda items was then made by George Couch and seconded by Patrick Kelly; motion passed unanimously.**

**5. Informational Items:**

**a. Faculty Senate Update:**

Dr. Gall stated that he would like to take the opportunity to start a dialogue with the Board about the role of faculty and Faculty Senate and how they can contribute to the success of WLU. What do they think about what faculty should be doing at WLU; from the obvious to the not so obvious?

Chair Joseph stated that what the faculty do with the students is pretty spectacular; he sees this because he has hired our graduates. This is the most fundamental thing the faculty can do. Lisa Allen stated, from a very outside position, that their role is to take care of customers (students), teach customers and provide a quality experience. Beverly Burke stated that faculty develop new curriculum, ideas and innovative ways of teaching their subject matter, not just teaching. Chair Joseph asked where the Bachelor of Science in Athletic Training Degree came from; he suspects it came from faculty somewhere; just curious how these things happen. Aaron Huffman stated that the program was first proposed ten or twelve years ago by Jim Watson. Beverly Burke stated that many students are in the Exercise Physiology Program and student interest grows to move up to another program.

Lisa Allen stated, with regard to Dr. Gall's initial inquiry, that faculty would be a conduit to take the students who enter the University in one form and emerge four years later a completely different form. Faculty transform those students and enlighten them to come out as a changed form, and also create the bonds to keep them connected to the University forever. Her connections from college were with the faculty; students connect with faculty, so there are alumnae and a continuing relationship bonded through faculty/student relationships. Chair Joseph stated that from his time at WLSC he doesn't think about the facilities, he thinks about his professors and who made an impact on his life. At his first Board meeting

someone stated that when you think about your campus life, nobody looks back at college and talks about how great their Physics class was; it completely changed his life in 1975, and that was about faculty.

Dr. Gall stated that these ideas on how faculty can contribute are perhaps some of the obvious ways. The primary concern faculty and Faculty Senate have in a model of a great university is that a great university depends on shared governance, where we are as partners in running the institution. The faculty, as part of their job description and how they are judged on their job, contribute their service to the campus community as well as the wider community. They are expected to contribute to the governance of the school. Faculty can and want to make those contributions to the improvement of the University and think it's important, and that they have that opportunity and abilities. We need to figure out how we should exchange ideas in the future and hear from one another about what we think of for the future of the University and take things forward. Faculty are in sort of a unique position, and we do hear from students, staff, administrators, and we can have a lot of ideas sometimes about any number of academic issues. We're supposed to be experts, but even in non-academics we can have a contribution and have ideas. With shared governance we can try to emphasize democracy and go on about issues, and we have a few people who like to talk; it's messy sometimes trying to get people to hone in on an issue and clarify what to do. Things die sometimes, too; it's important to keep lines between faculty and administration, faculty and Board and staff working so that we can meet the challenges of the future.

Chair Joseph asked what faculty thought would be the best way to set this up. He felt it would be good to have a little more time to sit together and talk and then have a meeting; we could all benefit knowing each other a little better. Dr. Root, as Faculty Advisory Council representative, agrees a little with what the Faculty Senate Chair has to say but would also say that this University has open communication and believes the administration opens its doors to us at every possible moment. We may not always agree on a lot but as far as governance and democracy we definitely have benefited, and Dr. Root has no complaints.

Dr. Cox asked how frequently the Board is kept abreast of issues that arise at Faculty Senate. Chair Joseph stated that the role of the Board is completely strategic; we don't develop policies, broad policies, our take on quality and harassment; broad issues. Boards that end up getting down into the details are not boards you want to have. They tend to think they know what they're doing down in the tactical; the Board has to stay extremely strategic.

Chair Joseph stated that in his view very often the best communications are individual and personal. The more the Board attends events for the University the better they will get to know the individuals as opposed to a formalized process. Getting a feel for the University through a number of events is good and remains tactical. Having a faculty representation on the Board is a window on what goes on at the University. Beverly Burke stated that it would be nice for the Board to have a presentation on a success story, whether it's a faculty member or department, and introduce the Board to that person(s). It could also be a staff member who's won an award or a student who is doing great research. Maurice Lockridge stated that if you look at boards at other institutions there is constant contact between the board and the chair of faculty senate, not just the faculty representative to the board. There is quite vigorous contact between the faculty senate and board at other institutions if you're looking for guidance in that direction.

Dr. Cox stated that in the Faculty Senate meeting they get a report from Carrie White, but there is no opportunity for her to share what our feelings are with the Board or the goings on of the meeting with the Board. One way to address this communication would be to have a slot on the Board agenda. Chair Joseph stated that the agenda is usually built issue by issue. Lisa Allen asked what the history is of the Board and Faculty Senate; they aren't new, how did it work before? John Gompers stated it worked about the way it is now. The best way for Faculty Senate to communicate with the Board is through Carrie White. Nobody at any meeting would stop or prevent Carrie from sharing an idea or how Faculty Senates feels and give the report. Beverly Burke stated that Board meetings are open to the public; any time you want to come sit in you're welcome.

Maurice Lockridge stated that there is a potential conflict issue with Carrie being the official voice and could create some conflict between her folks and Faculty Senate where she's supposed to vote a certain way. If you look at the HEPC you will be surprised at what they expect and use as a guide.

Mr. Couch stated that he is a relatively new Board member of 15 months. The President updates the Board regularly on activities among faculty and things going on and attends Faculty Senate meetings. President Capehart stated that he does not attend the Senate meetings; Dr. Koyzis does. Mr. Couch continued that the President makes himself available, has some communications with the Board and if there is a lack of communication they will make sure it improves. The Board is a statutory body and has

certain duties and obligations. The President reports directly to the Board, and he is the executive in charge of operations of the University and is expected to carry out the duties and responsibilities for the organization. The Board tries to attend events, games, etc. They do care how faculty feels about the University; what you produce is a product that's very important. These students go out and earn their way in life, whether an academic pursuit, business or medical, and provide us with one of the most important resources we have; skilled individuals in the medical area. How the faculty work and produce is very important and we do believe we have somewhat of an idea of how you feel, but certainly need more acceptable avenues to communicate.

Chair Joseph thanked Faculty Senate for the good dialogue with the Board and looked forward to seeing them on campus. Dr. Gall thanked the Board.

**b. President's Report:**

President Capehart gave an update on various events and groups on campus. Mr. Nicodemus noted the Toastmasters Club, which meets at the Highlands Center. Information on this group can be found on-line or contact Jeff Knierim; President Capehart continued with campus information.

Having been elected to the WVIAC President's Council and Chair of the Site Visitation Committee, President Capehart will be traveling to UVA-Wise this evening in Virginia for a meeting tomorrow morning regarding their application for membership.

As Chair of the Legislative Liaison Committee with Chancellor Noland, with representation from all groups, we will get behind initiatives that will benefit institutions in general. With a new state appropriation formula, the Chancellor has requested more money in the budget, which could mean about \$3.5 million for West Liberty since we have been doing a lot of things the State and Legislature wants us to do.

Dr. Erik Root will present Friday to the Policy Commission as the Faculty Advisory Council representative. Mary Ann Edwards is WLU's representative to the Advisory Council of Classified Employees; these individuals are in leadership roles in the community, region, and our state. President Capehart asked if there were any questions.

**c. Elevation of Certain Departments to Schools:**

Chair Joseph asked President Capehart the status of the elevation of departments. President Capehart stated that this item was not mature enough at this time. When we went from a College to University it gave us an opportunity to move certain departments up to a level as schools. There are two or three we want to move up but we really haven't done the survey of the rest of the campus or come up with what makes a school. We thought about doing this but we are still working on developing some sort of criteria. Dr. Koyzis stated that, for example, when mass communications becomes accredited with the Associated Journal of Education, we will be required to create a school of mass communication. If this were to happen we want the Board to support this elevation. When Nursing came up for accreditation they brought this up as well. When nursing moves to the graduate level it was suggested by the accrediting body to do the same with them as well. Accrediting bodies tend to suggest, as in the case of mass communication as one possibility.

**d. Human Resources Update:**

Mr. Stultz stated that he would like to give a few quick updates on what HR is about at WLU and distributed a Human Resources Report dated December 7, 2011. Having been on campus since May he was able to experience freshman orientation and see those new freshman students up here. For somebody who's never been in the forefront of what to expect and to walk around this campus in the summer during orientation is exciting. Students, parents and guardians are excited, filled with life, others with trepidation; we are all with those students as they start in this the beginning of a whole new life. What life will be for them will be directly attributable to what this University really is, what it represents and Jim commended everyone for this and the wonderful things we do on campus. He is pleased to be a part of it, even though HR doesn't have much to do with faculty per say, they're the heart of what we do and are to be commended.

Mr. Stultz continued with his presentation, much of which dealt with SB 330 and the impact it has on HR and classified staff. The RFP for the initial phase of SB 330 will be released soon. The audit report card on HR is to be completed by February 2012 with campus visits to follow. There are 22 colleges and universities across the state required to be encompassed in the in-depth review.

Page four of the information deals with SB 330 work groups; eventually WLU will have a representative or two in these work groups. With regard to classification/compensation, WLU is fully funded; some initiatives

have not been successful in fully funding. It is state mandated that they must get to the point of fully funded. Institutions that have reached full funding can create a pay scale and bring it to a higher income level for the area.

A survey was done on what we see as needs we have in the job class structure and there was a sense of the same needs across the state. The HR audit was originally to be completed by the end of October, but the RFP has just been released. Page three of the information deals with the past; studies that were never incorporated into a course of action. SB 330 will incorporate these studies and move forward to make the bill work. As an information item, there are 27,209 employees in higher education in the State of West Virginia; 9,843 are classified staff. At WLU there are 142 faculty, 128 classified and 38 non-classified. SB 330 has emphasis on reducing the number of non-classified personnel. By July 2013 the percentage of non-classified employees is not to exceed 25% of total employees; this percentage drops to 20% by 2015.

The last page of the information highlights 2012 happenings in HR; enhanced HR involvement, SB 330 requirements, compensation reviews for faculty, classified and non-classified employees, revise evaluation program, improve customer service, recruitment program, system to record leave time that an employee can look at daily, PIQ training for staff and managers and doing a better job explaining benefits package. HR is looking into having TIAA CREF on campus for a period of time to review retirement information, possibly holding seminars and luncheons.

As a side note, HR completes a document referred to as a WV 11 for every employee on campus for any type of personnel transaction, whether change of position, increase in pay, etc. This is a five page, multi-colored pages for distribution, carbonless form. If we don't meet certain mailing dates and get the form in a day late it will not be accepted. There is no electronic system in the State of West Virginia to submit these changes any other way and something needs done to change the system. The forms come in a pad of 25, printed by the West Virginia Department of Corrections at \$6.50/per pad. Mr. Stultz wanted the Board to be aware in hopes of an up-to-date system to better serve us all. President Capehart and Mr. Joseph thanked Mr. Stultz for his presentation.

## **6. Action items\*:**

### **a. Health Sciences Building 4<sup>th</sup> Floor\*:**

Mr. Wright stated that the Board is being asked to authorize the addition of a fourth floor to the proposed Health Sciences building and funding of the project as it deems necessary.

The University's architectural firm has completed the preliminary design for the four-floor building. The fourth floor will not be built out and will be utilized in the future for expansion of the Health Science Program. The cost project for the four-floor building, including architectural fees, is \$23,250,000. This includes the cost estimate of a ten (10) percent contingency and approximately \$4,000,000 for the additional floor.

Funding to date includes State bonds of \$12,750,000, natural gas lease of \$961,000, timber assets of \$239,000 and gifts through Foundation of approximately \$400,000. The balance of the funds, \$7,765,000, would come from gifts, borrowings, or bonds issues, the latter two to be supported by capital fees from all students. Presently the University's tuition and fees include a \$145 capital fee per semester for all students and a \$415 capital fee semester for all students in residence halls.

Mr. Limbert asked if the architect/engineer have established the fact that we can add a fourth floor and designed to handle a fourth floor with the present design. Mr. Wright stated that yes, this has been established and the budget make-up is detailed, not an estimate. It was designed with a new HVAC system and everything involved with the fourth floor included in the schematic. The same estimator has done the work and design at this point to cost out the building with this floor. Mr. Limbert asked if at this point are we anticipating any problem with the initial funding for the total cost of the new building. Mr. Wright stated that we are not anticipating problems establishing the funding. Mr. Limbert asked if we are going to have to borrow to pay for the fourth floor. Mr. Wright stated that we will have the opportunity to raise money, with possible additional borrowing, whether it is loans or bonds; the latter of the two in any case would be funded by a capital fee, which would be applied to all students. Mr. Limbert stated that ultimately the University would have to borrow at construction time, to which Mr. Wright stated, "correct." Mr. Limbert asked if we feel the capital fees put WLU in a negative position as far as competitive fees, to which Mr. Wright stated, "No." President Capehart stated that WLU's capital fees are extremely low compared to most state colleges.

Originally the Health Sciences building was to house everything together on three floors. This would put us at capacity with no room for growth, especially if WLU goes into a Masters in Nursing, along with the

Physician Assistant Program, which will grow, and another Masters in Health Science. It's all in line with making sure we have adequate space, not adding another building. Mr. Wright stated that the fourth floor will not be built-out. It will be designed like the second and third floor as far as utilities, but not built-out; basically a white room. Mr. Couch asked if this space has no projected use at the present time and is reserved for future expansion, to which Mr. Wright stated "correct."

Chair Joseph stated that this item has been discussed in the Board of Governors Executive Committee meeting several times and the Executive Committee has approved it to bring to the full Board. Mr. Couch asked if anything will occupy that fourth floor potential space presently. Lisa Allen asked if all of the other space is already spoken for and the anticipated start of construction. Mr. Wright stated that this space will not be occupied until needed due to expansion. Construction is to begin in April 2012 and be completed by August 2013. President Capehart stated that we have been working on a fourth floor for planning purposes for several months. Beverly Burke stated, that as keeper of the classroom schedule, she can verify that we are at capacity and have no classrooms. This makes good sense to her; we need room to expand and we are going to need that classroom space.

Mr. Couch stated that new programs equal new revenue. Is it our intent to fill new programs and now existing programs planned for that space? Mr. Wright stated that we expect quite a bit of growth in the Physician Assistant Program and expansion of graduate programs. We basically have no where to put them at this time. We won't be able to get this price any time in the future. To add a fourth floor in the future the architect tells us would be extremely costly compared to these numbers.

Mr. Kelly asked if the fees are dependent for the building based on student fees and unit projects too for student enrollment in the next five to ten years, do we estimate stable growth or a decrease? President Capehart stated we have a very conservative estimate about growth of our student body over the next few years. Based on this conservative estimate of growth and the continued estimate of growth in tuition and fees, what we know is, despite the fact that we've had tuition and fee increases the last few years, WLU's relative position in the marketplace is still very competitive. We have the third lowest tuition rate in the state and our capital fees are extremely low compared to everyone else. Mr. Wright stated that our post-graduate courses are limited now by the HLC until we have one or two that have a track record. With the Physician Assistant Program being the second one, after two years in we can expand rather quickly the other masters programs. WLU currently has the lowest prices in the state on masters programs.

**A motion that the West Liberty University Board of Governors authorize the president to expand the scope of the proposed Health Sciences building in order to add a fourth floor, and the Board authorizes the president and administration to fund the project as they deem necessary was then made by George Couch and seconded by Patrick Kelly; motion passed unanimously.**

**b. Bachelor of Science in Athletic Training Degree Program\*:**

Dr. Koyzis stated that this program will be in the existing Department of Health and Human Performance. The program serves a number of potential audiences; it will be an accredited program and when developed we kept in mind the use of an accrediting agency. It is a high demand program that prepares students in both athletic training and is a program that athletic trainers are required in various educational institutions that have programs in intercollegiate sports. This is the first time it will be a baccalaureate degree and will bring WLU up to par with other institutions. In the immediate area, WLU's program will be the least expensive. A big proponent of the program is the students working with the WVU football team. Lisa Allen asked if there is an Athletic Training degree program currently. Dr. Koyzis stated that no, there is a series of courses, a concentration; this would give WLU a bona fide accredited program in Athletic Training. She then asked if there was a downside to this program, to which Dr. Koyzis stated "No."

**A motion that the West Liberty University Board of Governors approve the Bachelor of Science in Athletic Training degree program to be offered through the College of Education was then made by Beverly Burke and seconded by Carrie White; motion passed unanimously.**

**7. Adjournment:**

The meeting adjourned at 6:49 p.m.

Brian Joseph

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Chair

George Couch

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Secretary