

**West Liberty University  
Board of Governors**

---

**Minutes**

**February 12, 2014**

Attendance:

Beverly Burke, Joe Carey, Richard Carter, Sandra Chapman, George Couch, Dennis Gooch, Brian Joseph, Patrick Kelly, Frank Noble, Ann Thomas

Unable to Attend:

Administration/Faculty/Staff:

Robin Capehart, Scott Cook, Brian Crawford, John Davis, John Gompers, Stephanie Hooper, Crystal Lorimor, Jim Stultz, Jack Wright

**1. Call to Order:**

Chair Carter called the meeting to order at 4:15 p.m.

**2. Chairperson Comments:**

Chair Carter stated that we are in the middle of the spring semester and has not heard anything needing reported to the Board.

**3. Consent Agenda\*:**

Chair Carter stated that the consent agenda consists of the minutes of the full Board of December 11 and 18, 2013 and the Executive Committee minutes of January 11, 2014. With no additions or corrections he asked for a motion to accept the agenda.

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

**4. Informational Items:**

**a. President's Report**

President Capehart attended the NCAA Convention January 14-19 as part of the President's Council. The Council is currently working on their Strategic Plan. It is rumored that some Division I schools may break off, but the presidents were assured that was not going to happen. What happens at the Division I level affects those at Division II.

The AAC&U Conference was held in Washington, DC. Much of the discussion involved findings on what employers want in hiring new employees. The information is similar to what we have collected and will be used in our Strategic Plan.

The WLU Strategic Plan is being led by Provost Crawford. It is on schedule to be in front of the Board at the August meeting.

Administrative Procedure No. 10 is going well. We recognize there is a need to reduce expenses, reprioritize other items, and reallocate resources to fit the Strategic Plan, while keeping an eye toward growth and financial stability.

**b. Campbell Hall Update**

Mr. Wright stated in his update on Campbell Hall that they are finishing the floor tile and carpet on the first floor. Punch lists are being resolved throughout the building and the Fire Marshal is scheduled for February 18-20 to inspect the entire building for life safety systems and full occupancy. We plan to complete the move into the building during spring break March 8-16, 2014. The percentage of extras and Nello's claim were also discussed.

**c. ADA Lawsuit Update**

Mr. Wright stated that a proposed stipulation for settlement has been received from the Plaintiff's counsel. University counsel and the ADA consultant visited campus to review each area of the settlement proposal. Once corrective actions are agreed upon the cost will be determined and a time span to complete the actions will then be negotiated.

**d. Football Stadium Renovation Update**

The Foundation received the \$3,000,000 gift for construction from the donor, along with \$500,000 for earth contingencies. The demolition of the bleachers and press box was completed in December, 2013. A pre-bid meeting for the bleachers will be held February 19 and one for the concrete and press box will be held February 26, 2014. Substantial completion of the project is July 25, 2014.

**e. Budget FY14 and FY15 Update**

Mr. Wright gave an update on the FY14 operating budget, reviewing revenue, salary and benefits, expenses, and potential future budget changes, noting that the utility budget will probably be positive, but we won't know for sure until the weather breaks.

Work on the FY15 budget is ongoing and there will be another Finance Committee meeting in March to review the outcome. Chair Carter stated that there was an update on academic expenses that were discussed in the Executive Committee meeting. Items noted were:

- (1) WLU is fiscally sound.
- (2) We aim to keep the cash reserve at 10% of the gross revenue; we have this, plus.
- (3) We are seeing the same at other universities:
  - a. Resistance to tuition increases
  - b. State decreasing appropriations
- (4) We have increased staffing expenses.
- (5) Need to put in controls for scholarships and grants and make sure we have a balance between revenue and cost.
- (6) The administration recognizes personnel deployment is unbalanced. We can't bring in more unless that person is bringing in revenue to pay for their cost. Another option is to bring someone else in while reducing elsewhere.
- (7) It is doubtful there will be an enrollment increase in 2015; we are estimating a 3% decrease.

**f. President's Contract Committee**

The President's contract expires on June 30, 2014. We need to discuss with the Committee how to proceed after that date. The Committee will consist of Richard Carter, George Couch, and Brian Joseph. They will review the contract and make recommendations to the Board.

**A motion that the West Liberty University Board of Governors approve the President's Contract Committee was then made by Ann Thomas and seconded by Brian Joseph; motion passed unanimously.**

**g. Offer to Buy Mineral Rights**

Mr. Wright stated that it didn't make sense to consider the offer by Mineral Acquisition Company to purchase WLU's mineral rights, but he felt that the information should be brought before the Board. Chair Carter stated he appreciated the information being brought forward to the Board, but agrees with Mr. Wright's conclusion. There was no disagreement from the members of the Board.

**5. Action Items\*:**

**a. Revised Compact Submission**

Dr. Crawford explained that in the fall of 2013 WLU was required to submit information -- the Compact -- to the Higher Education Policy Commission. The HEPC reviewed the submission and shared the results of their review with WLU administrators. As a result we agreed on new target numbers; the new proposed numbers are provided to the Board in their packet.

**A motion that the West Liberty University Board of Governors approve the revised 2013 Compact submission was then made by Beverly Burke and seconded by George Couch; motion passed unanimously.**

**b. Pilot 3-Year \$10,000 Academic Program-B.A. in Community Education**

The Pilot 3-year program on the agenda is being postponed for discussion at a later date. President Capehart explained that it is being re-tooled and may ask the Board to come back for a special meeting for discussion.

Chair Carter asked for a motion to move to Executive Session for an update from President Capehart on a discussion regarding real estate held by the Foundation.

**A motion to move to Executive Session pursuant to WV Code § 6-9A-4 was then made by Patrick Kelly and seconded by Ann Thomas; motion passed unanimously.**

**6. Adjournment:**

Chair Carter asked if any further business was required. There being none the meeting adjourned at 5:15 p.m.

**A motion that the West Liberty University Board of Governors adjourn the February 12, 2014 meeting was then made by Beverly Burke and seconded by Joe Carey; motion passed unanimously.**

Richard Carter

\_\_\_\_\_

Chair

Ann Thomas

\_\_\_\_\_

Secretary