

**WEST LIBERTY STATE COLLEGE
BOARD OF GOVERNORS**

**February 6, 2008
5:00 p.m.
Alumni Conference Room – Student Union
WLSC**

AGENDA

1. Call to OrderMs. Exley
2. Approval of Minutes*
 Full Board 12/12/075 Min.....Ms. Exley
 Executive Committee 12/07/07
3. Program Reviews*10 Min.....Dr. Lukich
4. Approval of FY 2009 Tuition and Fees*10 Min..... Mr. Henry
5. Football Stadium Update10 Min.....Mr. Watson
6. Campus Life Committee5 Min..... Dr. Carpenter
7. From Higher Education to Work in West Virginia20 Min.....Dr. George Hammond
8. President's Report20 Min..... Mr. Capehart
 - HEPC
 - Legislative Update
 - Strategic Focusing Initiative
9. Executive Session15 Min.....Ms. Exley
10. Adjournment

*Action Items

Minutes
WEST LIBERTY STATE COLLEGE
BOARD OF GOVERNORS
Wednesday, December 12, 2007

Executive Summary

ATTENDANCE:

Board Members: Beverly Burke, Jim Compston, Lynne Exley, Brian Joseph, Roseanna Keller, John Larch, Mike Stolarczyk, Mike Turrentine

Unable to Attend: Larry Miller, John Moore, Bernie Twigg

Administration/Faculty/Staff: Robin Capehart, J. D. Carpenter, Mallory Clegg, John Davis, Mary Ann Edwards, Pat Henry, Donna Lukich, John McCullough, Tammi Secrist, Jim Watson, Brian Warmuth, Jeff Knierim, Larry Bashe (Raymond James), Fred Williams (Steptoe & Johnson)

1. Call to Order:

Chair Exley called the meeting to order at 5:10 p.m.

2. Approval of Minutes*:

Full Board
10/24/07

Executive Committee
10/17/07

J. Larch, 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.

3. Honorary Degree*:

M. Turrentine, B. Joseph, PASSED, that the honorary degree for Elliott E. Maynard be approved by the Board of Governors as presented in full text on the BOG web site and in the WLSC Elbin Library.

4. Academic Affairs:

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

5. HLC/NCA Update:

Dr. McCullough gave an update on the HLC/NCA accreditation team visit as presented in full text on the BOG web site and in the WLSC Elbin Library.

6. Enrollment Update:

Mr. Cook gave an update on pre-registration, tracking students, and the upcoming Enrollment Management Retreat as presented in full text on the BOG web site and in the WLSC Elbin Library.

7. Dual Enrollment/College at the Park:

Mr. Cook continued with an update on dual enrollment programs at Wheeling Park High School and the recent addition of John Marshall and Magnolia High Schools as presented in full text on the BOG web site and in the WLSC Elbin Library.

8. President's Report:

President Capehart highlighted points from the President's Report provided to the Board members, along with other campus items, as presented in full text on the BOG web site and in the WLSC Elbin Library.

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

President Capehart reported on the November 30 HEPC meeting held at Glenville State College as presented in full text on the BOG web site and in the WLSC Elbin Library.

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.

B. Burke, B. Joseph, PASSED, that Bond Refinancing be added to the Board agenda by the Board of Governors as presented in full text on the BOG web site and in the WLSC Elbin Library.

B. Burke, J. Larch, PASSED, the bond refinancing by the Board of Governors as presented in full text on the BOG web site and in the WLSC Elbin Library.

11. Student Affairs Update:

Dr. Carpenter gave an update on the Student Affairs area as presented in full text on the BOG web site and in the WLSC Elbin Library.

12. Request for Governance Committee:

Chair Exley requested a motion for the formation of a Governance Committee as presented in full text on the BOG web site and in the WLSC Elbin Library.

M. Stolarczyk, B. Burke, PASSED, the formation of a Governance Committed by the Board of Governors as presented in full text on the BOG web site and in the WLSC Elbin Library.

13. Adjournment:

The meeting adjourned at 6:48 p.m.

Lynne Exley _____
Chair

Secretary

Minutes
WEST LIBERTY STATE COLLEGE
BOARD OF GOVERNORS
Wednesday, December 12, 2007

ATTENDANCE:

Board Members: Beverly Burke, Jim Compston, Lynne Exley, Brian Joseph, Roseanna Keller, John Larch, Mike Stolarczyk, Mike Turrentine

Unable to Attend: Larry Miller, John Moore, Bernie Twigg

Administration/Faculty/Staff: Robin Capehart, J. D. Carpenter, Mallory Clegg, John Davis, Mary Ann Edwards, Pat Henry, Donna Lukich, John McCullough, Tammi Secrist, Jim Watson, Brian Warmuth, Jeff Knierim, Larry Bashe (Raymond James), Fred Williams (Steptoe & Johnson)

1. Call to Order:

Ms. Exley called the meeting to order at 5:10 p.m. She thanked Sodexo for the always wonderful meal and Mary Ann for her assistance with the meeting. Fall commencement is Saturday and Chair Exley welcomed and encouraged all Board members to attend. Scott Cook coordinates the ceremony and has some names already of those Board members attending. If you attend commencement, stay for lunch; it's a wonderful day.

Also, Beverly Burke has put letters together for Dr. Melinda Kreisberg, Dr. Richard Brown, and John Giesmann, Tri-Chairs of the HLC Accreditation Self-Study Process. These letters will be distributed during the meeting if you feel you would like to sign them in appreciation of their hard work on the accreditation process.

Ms. Exley also noted that staff and faculty have a way of donating and giving back to the College on their own. However, the Board does not. Rather than take up time with a petty agenda item, Chair Exley will be sending a letter to the Board documenting the history of giving by Board members. In this season of giving, Chair Exley suggested we add West Liberty to your donor list.

Jim Watson has a 14 minute video he would like to show tonight. After discussing with Jim, he will show the video at the end of tonight's meeting. If you need to leave that's fine, but we will wait until then to show this video.

Chair Exley directed those in attendance to her right to her good friend Mr. Jeff Knierim. Jeff is coming on board as Chief Development Officer beginning December 16th. We are delighted to have him, and President Capehart will formally introduce Jeff.

President Capehart stated that obviously, from his position, the Development Office is extremely important because it is the mechanism by which we generate those revenues above and beyond tuition and fees and West Liberty's state subsidy. In this day and age we need to pay close attention and to have a grasp on the finances on these types of organizations. We have taken our time in the last five months to get the right person at the right time for this position. Seven different interviews were conducted and of those seven, as previously stated, Jason Kogler was hired as a Development Officer. We were very fortunate when Jeff Knierim agreed to take this position and leave the United Way where he has been Executive Director for the past five years. Jeff is a graduate of the University of Pittsburgh, went into the family business and operated Cooey-Bentz from 1972 to 2002, at which time they closed and he became Executive Director of the United Way. Jeff has deep roots in the area and excellent contacts. Two things we were looking for were a great deal of contacts and roots, not to mention Jeff's great personality, all of which we were fortunate to find in Jeff with his extensive fund raising in this area. Jeff starts on December 16th and we are very excited to have him on board. He will provide great leadership for an outstanding development team with his great honesty and integrity, and I look forward to having him.

Mr. Knierim stated that although he is a graduate of the University of Pittsburgh, his wife is a graduate of West Liberty. Jeff stated he looks forward to joining the team at West Virginia's

oldest College. The history of WLSC says so much and why it is one of the leading institutions in our state and a viable institution. It's good to be here and a wonderful testimony as far as institutions are concerned. He also stated he looks forward to working with everyone and with Rob coming on board and being a part of his tenure. He's excited to get started and will be here on Monday.

Chair Exley also noted that all present should have a copy of the Board and administrative directory that's hot off the press. All in all, Ms. Exley thanked everyone for giving their information to make this piece available. Tammi Secrist is currently working on a list of who will receive a copy of this directory. If you have people you would like added to this list please send them to Tammi.

2. Approval of Minutes*:

Full Board
10/24/07

Executive Committee
10/17/07

ACTION ITEM I:

A motion to approve the minutes of the full Board of October 24, 2007, and the Executive Committee of October 17, 2007 was then made by John Larch and seconded by Brian Joseph; motion passed unanimously.

3. Honorary Degree*:

Per WLSC Policy 238, "Guidelines for Honorary Degrees and Recognition," the Honorary Degrees and Recognition Committee met to review the nomination of Elliott E. Maynard, to receive an honorary degree of Doctor of Humane Letters (DHL) from West Liberty State College. Justice Maynard has been invited to be the featured speaker at the December 2007, commencement. The Board is asked to approve this nomination.

ACTION ITEM II:

A motion to approve the recommendation of 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 was then made by Mike Turrentine and seconded by Brian Joseph; motion passed unanimously.

4. Academic Affairs:

Dr. Lukich stated that the Exercise Physiology Program is submitting its self-study this week and anticipate a site visit next semester for an initial accreditation of the Program. If approved the accreditation would be for five years.

Music faculty and administrators continue to finalize the Music Education Program's self-study. They are preparing for a spring visit.

An Open House was held November 10 and academics did an outstanding job preparing for and meeting with potential students. All constituencies were well represented. Scott Cook will have a more detailed report.

A Strategic Planning retreat was held on November 1st. Good participation and dialogue was held, and President Capehart plans to initiate more planning events in the new year.

A reception was held on Friday, December 7th, to honor our retiring faculty who dedicated themselves for many years to West Liberty. The retirees previously noted are Dr. David Javersak, Dr. Richard Lizza, Dr. Linda McGinley, and Dr. William Leech.

The Intent to Plan a Bachelor of Science in Social Work was submitted to the HEPC in early November. A letter for approval to initiate planning this program has been received from Chancellor Noland.

The Master of Arts in Education Program proposal will be in the mail tomorrow to the HEPC for consideration at their January meeting. It will be our first stand-alone masters program. Beth

Musser, Ann Rose, Kay Clawson, and Earl Nicodemus have done a great job planning for this program.

Open faculty positions at this time are a Physics position which we will be conducting interviews for this week. This position needs filled for January. Other positions are in Mathematics, English, History, Psychology, and Music. These positions need filled for fall 2008.

Advertising will begin soon for the Dean of Liberal Arts. Dr. David Javersak retired from this position in the spring of 2007. Chair Exley asked with regard to Al de Jaager serving as Interim Dean in the School of Liberal Arts; is there a reason we have to advertise this position if he is doing an acceptable job? Dr. Lukich stated that there is not a reason that we have to at this point and no policy on how we handle interim appointments. The practice has been to have people continue in that role and step away when a search is conducted. President Capehart stated he believed there is a regulation with the HEPC with a 12 month suggested limit on interim appointments and that the position is required to be posted for a number of different reasons. Mr. Warmuth then stated that Faculty Policy No. 202 addresses the appointment of deans and states that there is a 12 month limit on interim appointments, that they are will and pleasure employees of the president, and it is a non-classified position. Also, a national search would be conducted for a replacement.

*NOTE: Policy No. 202 states "The Provost shall consult with the faculty of the school concerning his/her choice of an Interim Dean, who generally will serve no more than one year in the temporary capacity."

Dr. Lukich continued the Academic Affairs update stating that the West Virginia Department of Education has awarded the Department of Professional Education a \$15,000 grant for Professional Development relative to 21st Century Skills. Chair Ann Rose is the grant author and is coordinating the activities.

The PDS grant in the Department of Professional Education has now allowed us to extend final invitations to include all schools in Ohio County. A meeting was held in late November to "kick-off" the year of planning for professional development activities with the partner schools.

The President hosted a luncheon for the Northern Panhandle Superintendent's Consortium yesterday. Three superintendents attended and good dialogue was held (Ohio, Marshall, and Brooke Counties were represented). We provided an update regarding academic changes at West Liberty and they presented concerns and challenges to us regarding new teachers, funding, etc.

5. HLC/NCA Update:

Dr. McCullough stated that the HLC/NCA accreditation is the foundation of WLSC. This could not be a viable institution if we did not have this accreditation. Two weeks ago the accreditation team was here for the ten-year intensive review and exam of what we do on this campus. This is not the conclusion of the process but part of an on-going two and one-half year process. This was a very detailed self-study with the tri-chairs Dr. Melinda Kreisberg, Dr. Richard Brown, and John Giesmann compiling information provided by all areas of the campus. Outstanding work was done by the faculty, staff, and from the president on down. This is a very constructive process where we self analyze and identify our own strengths and attributes, challenges, and opportunities.

We probably will not receive an official report before spring on the outcome of the accreditation visit. During the exit interview process with the visiting team the final report was very positive and for the most part complimentary, with the bottom line sighting a full ten-year maximum accreditation to WLSC. We met the criteria with an endless number of sub-points under them as far as strengths. Funds are well managed, our Board is engaged in the campus, and our assessment plan is up to date. There was an assessment of all operations, especially the academic learning of students, which represents a real core of the assessment evaluation and accreditation. Our general studies and technology infrastructure are good and the buildings are acceptable. The team was very impressed with Jim Compston and the Student Senate Executive Committee. The master program is well planned and our admissions and assessment standards are in place.

The team's role is to critique West Liberty, which they certainly did, and there were some concerns, none of which were a surprise. One concern is our financial limitations to meet academic needs, which is the same concern on virtually every college campus in the United States. Another concern is our Strategic Plan and the need for its revision. The president has stated on several occasions ideas he has in mind and things to roll out. The Assessment Plan, which is linked to student learning, and the general studies program assessment, both of which need refined a bit more. The masters program was delayed simply on a procedure protocol and not a substantive basis, since the HEPC does not meet until January 25th. We are confident of the approval of this first stand alone master in education, which is a precursor to university status. Upon approval we will make a type of reapplication to the HEPC for approval of the master's degree. This may not come until some time in the summer, but we are confident it will occur.

Preparing for the accreditation visit was a lot of work on the part of many people and the outcome looks positive preliminarily. The final documents, by comparison to ten years ago while approved, we had a five year focus in 2002-03. There will be no refocus visit this time. Dr. McCullough thanked the entire community for this positive outcome and its accurate reflection on all facts of this campus.

Ms. Exley reiterated her appreciation to the Board members that came to visit with the team on Tuesday morning. The team was totally impressed with the knowledge, enthusiasm, and diversity of the Board.

6. Enrollment Update:

Ms. Exley introduced Scott Cook in his new role as Executive Director of Enrollment Services. This is in no way a reflection on J. D. Carpenter, who has done an outstanding job with enrollment. Dr. Carpenter can now emphasize his activities in the area of retention. If he uses the same energy to retain students as he did with enrollment, we are not going to lose a student.

Mr. Cook thanked Chair Exley for the introduction. As a follow-up to Dr. Lukich's report on the recent open house, he stated there were 180 students at the open house, the second largest ever, with 433 in attendance including parents. As Dr. Lukich mentioned it was a wonderful event with a lot of faculty participation; students and parents want to interact with faculty.

The first of three items Mr. Cook presented was an update on is spring pre-registration. There are currently 1794 students pre-registered for the spring semester, compared to 1695 at this time last year, running 99 students ahead. We continue to track positive for the spring semester. There will be a final update at the next Board meeting on spring enrollment with numbers for freshmen, transfer students, and other student populations.

The second item is a report for tracking students. The previous enrollment report was very outdated and we found in the last couple semesters that we couldn't track the areas we wanted to track. Questions came up on the number of students in the high school dual credit courses, graduates, transients, and other student groups. Jim Clark rewrote the enrollment report which now gives updates on the number of students in each group. We will now be able to track losses and gains and identify what needs to be done to rectify the situation.

The third item is the Enrollment Management Retreat to be held in this room next Tuesday. This will be the third annual retreat, which started during Dr. McCullough's first year of his second term as interim president. All areas of campus are involved in the retreat for input. We have 58 people participating in the retreat. Areas we will be working on are communications and technology, along with the web site to enhance its use to our benefit. We need to work smart in some situations. We will develop and enhance recruiting plans for target areas. Graduates in Ohio and West Virginia are going to bottom out in the next ten years. We need to spread the net further, which we have done the last couple of years under Dr. Carpenter. We need to look at Virginia, Maryland, and New Jersey, but other institutions know this as well. We have a plan in place for marketing the university status and graduate programs once they are approved.

The fourth item is retention. We don't want to lose the new students. Dr. Carpenter will be spear heading this focus.

Mr. Compston asked, of the 1794 student's enrolled next semester, how many of those are residential. Mr. Cook did not have that breakdown but it could be added to the spreadsheet. Mr. Compston wanted to know this information since the R.A.'s, along with Dr. Carpenter and his staff, have been working hard to keep students in the dorms and get them registered. They are also looking at what can be done inside the residence halls to keep students on campus. Mr. Cook noted that he also added the metro rate to the report and can add housing and generate those numbers as well.

Mr. Turrentine asked about the Enrollment Management Plan and the development of an online degree audit for students. Mr. Cook stated that there is a module to have this done on line. An inquiry was made to SCT Banner for a consultant to build this module for West Liberty. The cost was \$60,000, to which Mr. Henry said we cannot do. We were able to send our staff to SCT for \$5,000 for the same training and will be testing this module on the School of Business and Dental Hygiene this spring. Mr. Turrentine stated that he as an advisor appreciates this new system. Students become frustrated when they do not understand what classes they need and have to wait weeks for the current paper process for their degree audit. This will be something the student can see immediately and will be very helpful. Mr. Cook stated that another nice feature of this module is that a student can use a "what if" function to see what credits he/she would need if they changed their major.

7. Dual Enrollment/College at the Park:

Mr. Cook was scheduled to give this update in October but was attending a Financial Aid Director's meeting. Dual credit programs come under the HEPC Series 19 put into place to provide access to college courses for high school students. West Liberty has been in a partnership with Wheeling Park High School since 1994 and have recently branched out to two more schools – John Marshall and Magnolia. The first year of the program we had 13 students. This year we have 164. Although this program does not generate a lot of revenue, it is required by the HEPC. We are also required to offer these courses at a much lower tuition and fee rate of \$168 per credit hour. Total revenue is approximately \$52,000 with a small stipend going to instructors for a gain of about \$50,000.

The HEPC's thinking is by offering these courses it will increase high school student access to college. WLSC has had tremendous growth in these classes. Offering these courses requires a lot of leg work; travel to the schools, placement testing, transcripts, and applications, but it allows us a partnership with the high schools. The pie chart on page two will give you a quick insight to see where the students come from; 52 John Marshall, 27 Magnolia, and 85 from Wheeling Park. Mr. Joseph asked how we decide what classes to offer. Mr. Cook stated that we meet with the principals to see what they are interested in. Students attending these classes are honor students who have taken 12 hours of college preparatory courses and have a "B" average in those courses. These courses are offered in the evening similar to what we would have on campus. A syllabus is provided for the students to follow and they complete a course evaluation form at the completion of the course. Mr. Compston asked how these courses are advertised to the students. Mr. Cook stated that the high schools market it to their students.

Looking at the last page of the handout, a number of dual credit courses are offered at other institutions. This table should be helpful to compare where WLSC stands with other institutions.

Dr. McCullough stated that beyond the service we are providing, the partnerships with the schools, and the charge from the HEPC, this is also a recruitment tool for WLSC. Scott Cook is very modest regarding the Enrollment Management Plan. Dr. McCullough has worked with Scott, J.D., and Brenda in spearheading the development of the Plan, the centerpiece of what we have been able to do the last couple of years with enrollment. Mr. Davis asked Mr. Cook whether he tracks how many students enroll in these courses and end up being students here at WLSC. Mr. Cook stated that there's no way to know their reason for attending, but it probably does play a part in their decision.

8. President's Report:

President Capehart stated that a bullet point report was distributed to the Board in their packets. One thing mentioned in the report is the HLC/NCA update which was a major portion of what was contained in the report and which John eluded to.

Another item is the strategic focus initiative. Institutions have started undertaking strategic focus initiatives instead of strategic planning, which is too big, too bulky, and overwhelming. What most are starting to do now is moving toward focus initiatives which focus on strengths and things that will distinguish you from other colleges and universities. Starting with the competition, it is important to make yourself distinct among choices students have when starting to look at colleges and universities. Dr. Moore, who ran the new president's academy this summer, spent a great deal of time on this subject and colleges moving in this direction. The role of the Board can be extremely important once we lay out a process. We will take some time to do this in the spring semester. The first group is the Board of Governors and asking the Chair to encourage the Board to actively participate in this process. This gives the Board first opportunity to lay down some areas that need to be addressed. One thing identified to the president from the Chair of the Accreditation Team was that we need to step back and look at strategic planning. They specifically mentioned the master plan, which is close to ten years old.

Ms. Exley asked if having the president's bullet points ahead of time was helpful, to which the Board members replied "yes."

Mr. Turrentine asked about an update on the laptop program. President Capehart stated that Pat Henry and Jim Clark have visited other campuses to look at these types of programs. The campus in Minnesota probably most closely reflects West Liberty's needs. They spent a couple of days going through the process of looking at products we can use and we hope to have a more complete report in place by the February Board meeting.

Mr. Turrentine also asked about the vendors who were on campus this week demonstrating their laptop capabilities. Are we still looking at the possibility of both Mac's and PC's or where are we on this question? Mr. Henry stated that all options are still open. Representatives from Dell will be coming to campus next week and we have one more vendor after Dell. Our options are still open at this point and we have been working with Mark Starcher gathering information. For budgetary reasons we do not want to purchase the computers until all information has been reviewed. The plan is to put this out for pricing closer to spring or early summer and have the laptops provided as up-to-date as possible. By February we should have a good idea what the cost will be for budget purposes.

Mr. Compston stated that students have read the paper where it has talked about the laptop program and want to know, especially for the upper classmen, if there is a fee if a person gets a laptop or a fee that's across the board, even if you don't get a laptop. Mr. Henry stated that the fee is only for the person who receives a laptop. This fee is for the warranty if the computer is dropped, broken, or has other problems. The fee will not be assessed to someone not receiving a laptop.

Mr. Turrentine stated that at the last Board meeting the cost was running \$300,000 for the laptop program; is this still the anticipated figure? Mr. Henry stated the entire program will include some monies that are already allocated for technology in certain areas, and yes, we should keep within the \$300,000. A lease program is still up in the air. Some schools we have talked with lease the laptops, others purchase them. One vendor claimed they could run Mac and PC type programming on the same computer. This demonstration did not work. The goal is to have one type of Windows operation and the Mac's. Jim Clark could comment on how it would add to his areas workload and training if this does not work out. Mr. Clark is currently in Washington, DC.

President Capehart stated he received an e-mail today from a staff member suggesting we prepare a periodic report on the status of this program, which he thought was a good idea. A brief update will be put together after the first of the year to keep everybody updated and informed about the laptop program. This will also help keep the speculating and misinformation to a minimum. Questions that have been asked can be incorporated into the update and distributed to the campus.

Mrs. Burke asked what the plans are to pull the faculty into the laptop program. If the laptops are going to be integrated into the classroom and faculty have not been brought in yet, do they know what their role is going to be when the students have these laptops? Mr. Henry stated that initially it would only involve students and faculty with freshmen only classes and the first year experience courses. Other schools, the School of Education and School of Liberal Arts,

specifically the Graphic Design area, want to implement the program. This is also a phase-in program and could take four years for everyone to have in their area. We are developing the program as we go and don't have all the answers right now. Ms. Burke asked if students and faculty will be brought in to give their ideas on what they think they need from the program. Mr. Henry stated that Jim Clark has been talking with and gathering information from the various majors. Dr. Lukich stated that questionnaires have gone out to various academic areas asking what system and software is used in their discipline.

Mr. Turrentine stated that two vendors were on campus yesterday and Mark Pissos from the School of Business Administration attended the presentation with Jim Clark, Pat Henry, and Bill Baronak. He expressed his concerns and addressed some of the problems and gave his thoughts since they hadn't had any input in the program. President Capehart stated that the program will allow for the availability of professional development. Some faculty are ready to go with the program because they have come through their educational training with this technology. Other groups want to get involved but don't have the skills. This isn't going to do us any good unless faculty are trained and ready to go. Dr. McCullough stated that Bill Baronak has been in the group from the start as a faculty member. Having a representative from each campus constituency would be a good move.

Mr. Compston stated that students were surveyed who will not get computers, the sophomores, juniors, and seniors, and the freshmen were surveyed on how much they would use the computers if they had one. It was stated that Mr. Clark has information on the number of devices going through the routers but there's no way to tell whether it's a computer, X-Box, or other device. Chair Exley stated that this is a bold initiative and appreciates the comments.

Mr. Joseph asked about the I-70 project. President Capehart stated that he had a meeting with Greg Stewart regarding West Liberty's academic presence at the Highlands. We are headed in this direction, have an idea of the type of funding necessary, and have approached the State regarding funding. We have also met with the Chancellor on the possibility of obtaining funding. The Chancellor was hoping to get to WLSC's campus before Christmas. From his demeanor he was very supportive of this project. Ms. Exley stated it was safe to say we are still looking at this project as a priority.

Ms. Burke stated that Chick O'Data, at one point, was working on a report with regard to the development office operations. Do we have the results of his findings? President Capehart stated that the issue hasn't been so much the funding of the development office as much as it was the handling of the funds after they were collected. The collecting, investing, distribution, and accounting for funds are where we had a real concern. President Capehart has been speaking with someone in legislative services in Charleston about getting a slight statutory judgment or adjustment to provide all colleges with the type of security we feel we need in the area of development. The danger was not to the College; the danger was to the Foundation. This whole initiative is to protect the Foundation.

Ms. Burke asked if any money that our employees had raised had to go to the State, rather than the Foundation. This is a decision the Foundation needs to make. The president has been meeting with Foundation Board members about having their own employee account for funds. The development office extends beyond fund raising. Their primary interest is civic engagement with the community, building relationships between the College and donors and alumni, government officials, those types of areas.

Mr. Stolarczyk asked concerning the Masters in Education; how it relates to university status, the visiting accreditation team, and his concern with the process. President Capehart stated that the accreditation team pointed out they prefer we have approval from the HEPC on the program before they pass it as part of the accreditation. West Liberty is scheduled to present this program at the January 25th HEPC meeting for approval. With the approval comes the concurrent feasibility, etc. We would take this information back to the HLC/NCA. We would have this information back to them in time to make their final report later in the summer. If we are notified of approval in the summer we would have an October, or possibly January start date for the program.

Mr. Turrentine asked if the Board could have a list of all consultants employed by the College, what their charge is, and what they're being paid. The president agreed to provide such a report by the next meeting.

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

President Capehart attended the HEPC meeting at Glenville State College on November 30, 2007. During the meeting the Commission approved West Liberty's 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 also approved its proposed capital budget that includes funds for several improvements at West Liberty.

10. Budget and Finance:

Mr. Henry first reported on the current budget. Revenue is at 53% since we have not sent student invoices for next semester. We will have an adjusted budget at the February Board meeting. Right now, compared to last year, the budget is on track. Revenues are coming in on time and we are staying within our expenditures for this year's budget.

The Budget and Finance Committees are working on next year's budget. The budget is still at a deficit, which is not unusual at this point. We will bring a balanced budget to the Board in March once we get numbers from the State with our appropriations.

On the quarterly and interim financial statements there are a couple things to look at. In the Finance Committee meeting we went over and explained everything with the auditor. Cash is down, which is normal with our cycle. Some payments were made last year and accounts payable is down. One area that is down on the income statement is grant money.

On page two there are some changes on the bottom with the Gatsby 45 and the new way we count sick and vacation time. Drastic changes were implemented July 1 to replace the current system. On page three, operating revenues for the first quarter are up but the grants are down as well as cash flow due to the timing of the interim reporting. The next quarterly report should be in time for the February 6th Board meeting. At that point we will be half way through the year and have solid numbers.

The last item is the bond refinancing. We are looking to go ahead and refinance the bonds and have provided a resolution that we need to have approved. This resolution will allow us to refinance the current bonds at a point when rates are to our advantage. If the parameters are right for the refunding we may be able to get some additional funding, too. Mr. Henry has been working with Fred Williams of Steptoe & Johnson, and Larry Bashe of Raymond James on the possible refinancing of the bonds.

President Capehart stated that the resolution gives West Liberty the authority to refinance. Since the Board does not meet regularly, this would allow us to move on the refinancing when interest rates are most favorable.

ACTION ITEM III:

A motion to add the bond refinancing to the agenda of the West Liberty State College Board of Governors was then made by Beverly Burke and seconded by Brian Joseph; motion passed unanimously.

ACTION ITEM IV:

A motion to approve the bond refinancing by the West Liberty State College Board of Governors was then made by Beverly Burke and seconded by John Larch; motion passed unanimously.

11. Student Affairs Update:

Dr. Carpenter stated that he is excited about the first meeting of the new Campus Life Committee he just came from, which is a sub-committee of the Board. The group consists of Brian Joseph, Mike Turrentine, Bev Burke, Mike Stolarczyk, Jim Compston, Mallory Clegg, Dr. Carpenter, and a few other students to get their perspective. The group is not sure what the Board wants them to do but are going to do what is asked of them.

In looking at what we do as an institution and how we are facing our retention, we could talk all night about retention. In a nut shell, one out of three students, on average, will not make it back, and we had 504 new first-time students this fall. We are trying to raise this number and would like to see retention at 80%. We are looking at everything in Student Affairs. We are exploring new ideas in retention, statistics, and the way we focus and approach things. Between now and the next time the Board meets we will have things together that will give us something as a division to run with. Retention needs to become part of the regular vernacular in this group. Getting students here and keeping them here are separate areas. For every student lost we need to recruit two students to grow. Out of 500 freshmen you lose approximately 65. If we could keep 25 kids over three years time who would have graduated rather than drop out, the revenue would be close to \$2.5 million for a 5% increase, which is what we are chasing. If you get a student through the freshmen year, especially the first eight weeks of the semester, their chances of graduating go up dramatically.

Toppernet has changed to Teleflip.com. If you would like to sign up to receive notices about what's going on Dr. Carpenter would invite you to do so. You can also receive sports scores and other activities on campus. There are services similar to this that charge thousands of dollars but we offer it for free. There is no cost and we have the freedom to do a lot of things. This is the text emergency notification system many campuses are moving toward. The system was tested a week ago today and we actually received fan mail. Students think this is the greatest thing in the world. Beverly Burke stated that one of our Washington, DC interns e-mailed her about the snow we were having because they had received the text message.

We were awarded a small grant from the HEPC for untitled social justice, a summer bridge program for students provisionally admitted to the College. As part of the retention initiative, students are brought to campus for a week for a type of academic boot camp. The program is proven to be very successful. We are currently writing for a large grant from the HEPC offering \$15,000 for retention. We feel the best use for this grant would be to try and pilot an online tutoring program. Currently, at best, getting a tutor is a three to four day process. In this day and age, you can pull-up an online tutor on the computer. West Virginia State is finishing up their first year with this program and it has been a great success. We are anxious to take a look at the same program if we receive funding.

A long-term project that we have been looking at in Student Affairs is a Trio Program. We have a retired Trio Program director willing to consult with us about writing a Trio Program for this campus. This is federally funded program which allows you to identify at risk students and provide resources, personnel, programs, and funding. We have talked about this program for a couple years and are looking forward to exploring a potential relationship with her. We are hoping to have some number crunching done and report in more detail at the next meeting.

The Student Union came under Student Affairs management a couple months ago. A Student Union Board has been formed with goals and projects they are working on and they're excited about the opportunities presenting themselves in the Union. Mr. Compston stated that one issue they're looking at is the lounge and resources room on the second floor of the Union. They would like to use this room to attract those exchange students to come up and relax, along with other students, and introduce new cultures and new foods. Student Government is helping with funding on this project. The Student Union Board is also trying to develop a media room, a place to watch movies, play games, and just to relax. The Union needs to be more student friendly and a place to hang out, not eat and leave.

Dr. Carpenter stated that he is looking at the student engagement survey as a place where we can prepare some narrative on our campus. Two places where we need the most improvement is diversity to expose students to other cultures, and using technology to complete classroom assignments in their freshmen year.

Mr. Turrentine asked where the alcohol policy approved at the last Board meeting currently stands. Dr. Carpenter stated that his office will be spending time over Christmas and next semester going over the policy and meeting with the Resident Assistants in preparation for implementation the fall semester of 2008.

12. Request for Governance Committee:

Ms. Exley stated that this is something that has been given considerable thought. She would like to put together a Governance Committee for three purposes. One is to look at the feasibility of a Board retreat. The second is to establish a Nominating Committee for prospective Board members. The third would be to develop an annual evaluation for President Capehart, which would take place each year on campus and every five years with the community. Chair Exley asked permission to develop this committee for the Board of Governors and would appreciate any discussion on the matter. President Capehart stated that the evaluations are important, and to reach a consensus on what the expectations are of his office would make it easier to address these expectations. The committee would not meet very often but when they did it would be topical. Chair Exley then asked for a motion to go forward with this request.

ACTION ITEM V:

A motion to approve the formation of a Governance Committee by the West Liberty State College Board of Governors was then made by Mike Stolarczyk and seconded by Bev Burke; motion passed unanimously.

13. Adjournment:

The meeting adjourned at 6:48 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
December 7, 2007**

Executive Committee Members: Lynne Exley

WLSC Administrators: Robin Capehart, John McCullough, Pat Henry

1. Ms. Exley called the meeting to order at 8:00 a.m.
2. Laptop Program---Possible vendors continue to be reviewed in detail for the program. Apple, IBM, Dell, and others will provide demonstrations on campus. The core committee of Pat Henry, Jim Clark, and Bill Baronak will continue to review existing laptop programs at other institutions. All four academic schools are represented on the overall laptop-program committee. This will link with the College-wide wireless project.
3. Budget---Representative from Deloitte Touche will present their audit findings. The proposed FY 09 budget continues to be examined and fine-tuned, as do the proposed adjustments in FY 09 tuition/fees.
4. Accreditation and Request for Institutional Change---Overall, the accreditation visitation by the team from the Higher Learning Commission of the North Central Association went well, with no follow-up visitation being required. While most of the evaluative feedback was positive in nature, the College will need to provide a follow-up report in one year in the area of general studies/academic assessment. Additionally, the College is to resubmit its request for institutional change after action has been taken by the HEPC regarding our proposed Master's degree in Education. Most importantly, the team will be recommending a full ten-year reaccreditation for the College.
5. President's Report---President Capehart provided an update on various on-campus activities, along with the progress that is being made in the Development Office, including the hiring of Jeff Knierim as Chief Development Officer.
6. Request for Governance Committee---The proposed committee would conduct an annual evaluation/review of the President, could serve as a nominating committee, could serve as a vehicle for training/development of the entire Board, and could serve in a more specific oversight capacity for select College initiatives/activities.
7. Meeting adjourned at 9:20 a.m.

Lynne Exley

Chair

Secretary

PROGRAM REVIEW

B.S./B.A. in Social Science

Action Item

The B.S./B.A. in Social Science program is up for five-year program review approval before the West Liberty State College Board of Governors.

The Academic Affairs Committee has made institutional recommendations and the rationale for these recommendations for this program.

Proposed Resolution: *Resolved*, that the West Liberty State College Board of Governors approves the program review recommendation for the B.S./B.A. in Social Science for continuation of the program at the current level of activity with corrective action. Follow-up assessment report due in 08-09.

West Liberty State College
Board of Governors Program Review
Summary Report

Academic Program/Degree: Bachelor of Science/Bachelor of Arts in Social Sciences

BOG Approval Date: February 6, 2008

Year of Last Review: 2003

Recommendation: Continuation of the program at the current level of activity with corrective action. A follow-up assessment report is required in 2008-09.

Rationale for the recommendation is based upon the following:

Strengths of the Program:

1. All full-time faculty members have terminal degrees and an excellent record of professional activity.
2. Majority of faculty are using technology in the classroom, labs, and developing online courses
3. The interdisciplinary nature of the program provides a broad range of course offerings and fosters student and faculty interactions across disciplines.

Weaknesses of the Program:

1. Limited funding, especially for technology needs in the classrooms, labs, and offices, and faculty professional development
2. Deferred maintenance of Shotwell Hall, the primary office building for the majority of these faculty members, causing interior water damage, etc.
3. Assessment plan lacks refinement and measurable outcomes for this program.

PROGRAM REVIEW

B.S. in Business Information Systems

Action Item

The B.S. in Business Information Systems program is up for review approval before the West Liberty State College Board of Governors.

The Academic Affairs Committee has made institutional recommendations and the rationale for these recommendations for this program.

Proposed Resolution: *Resolved*, that the West Liberty State College Board of Governors approves the program review recommendation for the B.S. in Business Information Systems for continuation of the program at the current level of activity.

West Liberty State College
Board of Governors Program Review
Summary Report

Academic Program/Degree: Bachelor of Science in Business Information Systems

BOG Approval Date: February 6, 2008

Year of Last Review: _____

Recommendation: Continuation of the program at the current level of activity

Rationale for the recommendation is based upon the following:

Strengths of the Program:

1. High quality of instruction and advisement
2. High quality and appropriateness of the curriculum
3. High quality of student preparation for career and graduate study
4. State-of-the-art technology and classrooms
5. Operating cost efficiency of the program
6. High level of student satisfaction
7. Development and enhancement of computer laboratories, classrooms, and computer integration into the program
8. Development and implementation of a sound student/program assessment procedure
9. Actively engaged Business Advisory Council

Weaknesses of the Program:

1. Limited funding, especially for student scholarship, faculty and staff salaries, equipment, facilities, instructional materials, marketing, and faculty professional development
2. Difficulty attracting highly credentialed faculty due to limited funding and noncompetitive salaries
3. Inability to substantially increase enrollment in the BIS program

PROGRAM REVIEW

B.S. in Business Administration

Action Item

The B.S. in Business Administration program is up for five-year program review approval before the West Liberty State College Board of Governors.

The Academic Affairs Committee has made institutional recommendations and the rationale for these recommendations for this program.

Proposed Resolution: *Resolved*, that the West Liberty State College Board of Governors approves the program review recommendation for the B.S. in Business Administration for continuation of the program at the current level of activity, with the designation as a program of excellence.

West Liberty State College
Board of Governors Program Review
Summary Report

Academic Program/Degree: Bachelor of Science in Business Administration
BOG Approval Date: February 6, 2008
Year of Last Review: 2003

Recommendation: Continuation of the program at the current level of activity, with the designation as a program of excellence

Rationale for the recommendation is based upon the following:

Strengths of the Program:

1. Nationally accredited by the International Assembly for Collegiate Business Education
2. Comprehensive assessment plan, cited as exemplary by outside reviewers. Has a SBA Assessment Committee in place
3. Curriculum is rigorous, current and reviewed continually for needed updates
4. Maintains a SBA Business Advisory Council to offer counsel and advice to the program
5. Highly qualified faculty, who are dedicated and conscientious professionals
6. State-of-the-art classrooms and computer labs
7. Sponsors the Executive Seminar Series for faculty and students
8. Numerous student organizations are sponsored for the SBA students to enhance their educational experience (Assoc. of IT Professionals, The Hospitality Club, Junior Achievement, Rotaract, Student Accounting Society, Students in Free Enterprise, & Delta Mu Delta
9. Holds an annual Honors Banquet recognizing seniors and scholarship recipients, over \$10,000 given in awards
10. High rate of successful occupational placement of SBA graduates in business, etc.
11. High rate of SBA graduates acceptance to graduate school.

Fiscal Year 2009 Tuition and Fees

Action Item

Proposed Resolution: *Resolved*, That the West Liberty State College Board of Governors sets the FY 09 (academic year 2008-09) in-state tuition rates at 6.9% greater than FY 08, out-of-state tuition rates at 6.9% greater than FY 08, capital fee at 5.0% greater than FY 08, double-room rates at 5.0% greater than FY 08, and board rates at 5.0% greater than FY 08.

TUITION & FEES

	In-State	Out-of-State	In	Out	Metro
Tuition & Fees	FY2008	FY2008	FY09	FY09	FY09
Totals per semester	2086	5096	2232	5448	4448
Increase 6.9%	177	123	146	352	
Hourly Rate			186	454	
Graduate Fees	WVU		Same as main campus		
	MU		Same as main campus		
(per credit hour)	WLSC		200	250	
Residence Halls					Increase
Capital Fee	5.0%	376	395		19
Single		2,098	2100		2
Double	5.0%	1,334	1,400		66
Board - meal plan	5.0%	1,282	1,346		64
Special Fees			FY2008		FY2009
Health Professionals			60		75
Late Registration			65		75
Transcripts			6		
Priority transcript			20		
Return Check Charge			25		
Graduation			100		
Orientation			50		75
Diploma replacement			20		
Regents BA Degree			300	(plus \$10 per work life credit)	
Work life credit			350	(plus \$10 per work life credit)	
Scuba diving			100		
Basic Horsemanship			75		80
Firearms			80		
Science Lab			60		75
Liberal Arts Lab			60		75
Electronic course			100		
Student teaching			125		
Roads & Walkways			35		
Parking - Employee			50		
Regional practical/internship			75		
Security card replacement			15		
Late graduation			75		100
Math/SPA/GEO/PSYC/SS/ENG/ACC/CIS/EDU/RD			60		75
Tuition Payment Plan Fee			30		
Special Equity (Title IX)			65		
Registration reinstatement Fee			25		
Private Music Lessons			60		100
Laundry Fee			40		
Credit Card Processing Fee			20		
Service Fee Laptop					100
Laptop Charge Apple Computer					150
Laptop Purchase upperclassmen (Range)					400-1000

West Liberty State College
Budget Cash Report Fiscal Year 2008
As of January 28, 2008

	<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:						
		6687125				
Tuition and Fees Less Waivers \$327,970	32.61%	11,021,495		11,284,774	263,279	102.39%
State Government Appropriations	30.49%	8,886,241		5,953,781	(2,932,460)	67.00%
Auxiliary Enterprise Revenues Less Waivers \$376,446	19.34%	6,687,125		8,432,332	1,745,207	126.10%
Other Sources	<u>17.56%</u>	<u>939,015</u>		<u>771,538</u>	(167,477)	82.16%
Total Revenues	100.00%	27,533,876		26,442,426	(1,091,450)	96.04%
Expenditures:						
Personal Services	38.48%	12,535,653		6,311,090	6,224,563	50.35%
Fringe Benefits	10.40%	3,265,542		1,696,274	1,569,268	51.94%
Other	<u>51.12%</u>	<u>11,718,591</u>		<u>6,832,779</u>	4,885,812	58.31%
Total Expenditures	100.00%	27,519,786		14,840,143	12,679,643	53.93%
Net Increase/(Decrease)		<u>14,090</u>		<u>11,602,283</u>	11,588,193	

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	568,645	127%	8322
		154%	B 95,133	139,707	147%	8342
		163%	C 194,189	320,251	165%	8653
			735,905	1,028,603		

Analysis FY 09 Budgets

DRAFT

Recommended

Additional Revenue Sources:

Tuition Increase	6.9%	\$ 840,503	\$5	Special Equity Fee
**2150 Students Avg			\$10	Athletic Fee
Fee Increases		\$ 244,575	\$40	Private Music Lessons
Room/Board Increase	5%	\$ 245,315	\$15	Lab Fees
State Funding increase	3%	\$ 206,147	\$100	Service Fee Laptops
Grants		\$ -		
Total		<u>\$1,536,540</u>		

Wages	Increase	3%	\$ 256,656	Staff Request:			
New positions: MAC,			\$ 22,500	814	Safety Position - 0.49	9758	
Benefits			\$ 35,932	906	Trainer	\$35,000	Equipment Request
Promotions			\$ 50,000	900	Student programming	\$10,000	Wind/Bath \$287,500
New positions: Dean 2 Faculty, Electrician			\$ 250,000	740	Off sup/Travel	\$431	
PEIA			\$ -	656	Computer Center	\$48,339	
Retirees PEIA increase			\$ -	720	School of Education	\$6,062	
Staff Request			\$ 313,416	723	Dr Musser	\$6,577	Copier \$11,000
Library	5%		\$ 2,100	710	School of Business	\$2,189	Copier \$3,500
BRIM			\$ -	731	Arts & ...	\$12,778	Equipment \$107,125
Gas Natural Electric			\$ 33,432	741	DH Supplies	\$3,151	
Accreditation			\$ 20,000	721	Professional Edu.	\$1,863	
Band width			\$ 12,000	625	Bd. of Gov.	\$300	
International Recruitment			\$ 12,500	650	President's Office	\$13,129	
Technology & Insurance			\$ 173,950	742	Nursing	\$5,000	
Gym Floor Racquetball			\$ 29,000	752	Nursing Lab	\$2,560	
Custodial Services	5%		\$ 35,431	735	Dept of Soc. Sci.	\$5,322	Computers \$9,800
Dining Services	3%		\$ 48,750	730	School of Liberal Arts	\$1,008	Computers \$4,000
MAC Technology Equipment			\$ 12,000	900	Athletic fee increase	\$64,500	
Scholarships			\$ 20,000	679	Institutional Research	\$435	
Tuition Waivers			\$ 41,332	636	Advertising/Software	\$30,500	
Housing Grants			\$ 40,000	Various	Student Service (JD)	\$49,514	
Band			\$ 40,000		Campus Safety Raise	\$5,000	
Metro Rate			\$ 84,000		Total	\$313,416	\$422,925
Total			<u>\$1,532,999</u>				
Variance			\$ 3,541				

**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

WEST LIBERTY, WV 26074-0295

INTERIM FINANCIAL STATEMENTS

Second Quarter

December 31, 2007 and 2006

APPROVED BY _____

TITLE _____

DATE _____

APPROVED BY _____

TITLE _____

DATE _____

WEST LIBERTY STATE COLLEGE

STATEMENT OF NET ASSETS

December 31, 2007 and 2006

ASSETS:	<u>12/31/2007</u>	<u>12/31/2006</u>
Current assets:		
Cash and cash equivalents	\$ 6,005,916	\$ 6,230,992
Appropriation due from Primary Government	258,657	140,333
Accounts receivable—net	9,363,662	8,570,415
Due from commission	21,000	26,000
Due from other state agencies		59,380
Loans to students—current portion	310,118	313,627
Prepaid expenses	29,921	58,242
Inventories	83,000	67,500
Total current assets	16,072,274	15,466,489
Noncurrent assets:		
Cash and cash equivalents	1,156,435	1,584,225
Loans to students—net of allowance of \$649,684 and \$665,400	911,781	922,097
Capital assets—net	44,188,836	42,793,597
Total noncurrent assets	46,257,052	45,299,919
TOTAL ASSETS	<u>\$ 62,329,326</u>	<u>\$ 60,766,408</u>
LIABILITIES:		
Current liabilities:		
Accounts payable	\$ 826,480	\$ 586,246
Due to commission	19,994	15,012
Due to other state agencies	80,271	173,712
Accrued liabilities	532,127	776,499
Deferred revenue	268,651	249,929
Compensated absences—current portion	602,779	620,621
Debt obligation to commission—current portion	351,512	327,897
Capital leases—current portion	288,424	357,745
Bonds payable—current portion	380,000	365,000
Total current liabilities	3,350,238	3,472,661
Noncurrent liabilities:		
Advances from federal sponsors	1,592,505	1,567,323
Compensated absences	42,020	1,923,951
Debt obligation to commission	3,693,789	3,956,299
Capital leases	161,657	450,081
Bonds payable	12,116,976	12,489,618
Total noncurrent liabilities	17,606,947	20,387,272
Total liabilities	<u>20,957,185</u>	<u>23,859,933</u>
NET ASSETS:		
Invested in capital assets—net of related debt	<u>27,052,352</u>	<u>24,898,419</u>
Restricted for:		
Expendable:		
Scholarships	15,944	92,670
Debt service	1,111,834	1,113,794
Capital Projects	87,610	390,889
Total restricted expendable	1,215,388	1,597,353
Unrestricted	13,104,401	10,410,703
Total net assets	41,372,141	36,906,475
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 62,329,326</u>	<u>\$ 60,766,408</u>

WEST LIBERTY STATE COLLEGE

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS

PERIODS ENDED December 31, 2007 and 2006

	<u>12/31/2007</u>	<u>12/31/2006</u>
OPERATING REVENUES:		
Student tuition and fees (net of scholarship allowance of \$1,280,000 and \$1,223,800)	\$ 9,567,029	\$ 8,801,084
Contracts and grants:		
Federal	1,432,868	1,350,301
State	1,207,920	1,114,780
Private	6,750	227,002
Interest on student loans receivable	6,831	9,206
Auxiliary enterprise revenue (net of scholarship allowance of \$1,005,000 and \$886,200)	7,287,208	6,793,353
Miscellaneous—net	<u>138,980</u>	<u>100,675</u>
Total operating revenues	<u>19,647,586</u>	<u>18,396,401</u>
OPERATING EXPENSES:		
Salaries and wages	5,393,528	5,372,429
Benefits	1,715,783	1,567,898
Supplies and other services	3,624,157	3,824,861
Utilities	621,732	648,584
Student financial aid—scholarships and fellowships	146,772	284,083
Depreciation	1,064,120	1,049,892
Loan cancellations and write-offs	20,212	(8,594)
Fees assessed by the Commission for operations	<u>80,138</u>	<u>76,787</u>
Total operating expenses	<u>12,666,442</u>	<u>12,815,940</u>
OPERATING INCOME (LOSS)	<u>6,981,144</u>	<u>5,580,461</u>
NONOPERATING REVENUES (EXPENSES):		
State appropriations	3,732,221	3,595,827
Investment income	157,618	(272)
Interest on indebtedness	(367,709)	213,476
Payments made on behalf of college	144,828	(387,561)
Fees assessed by the Commission for debt service	<u>(221,006)</u>	<u>(239,310)</u>
Net nonoperating revenues (expenses)	<u>3,445,952</u>	<u>3,182,160</u>
INCOME (LOSS) BEFORE OTHER REVENUES, EXPENSES, GAINS OR LOSSES	10,427,096	8,762,621
CAPITAL AND BOND PROCEEDS FROM THE COMMISSION		
INCREASE (DECREASE) IN NET ASSETS	<u>10,427,096</u>	<u>8,762,621</u>
NET ASSETS—Beginning of year	29,378,430	28,143,854
CUMULATIVE EFFECT CHANGE IN ACCOUNTING PRINCIPLE-OPEB LIABILITY	<u>1,566,615</u>	
NET ASSETS—Beginning of year after cumulative effect change	<u>30,945,045</u>	<u>28,143,854</u>
NET ASSETS—End of period	<u>\$ 41,372,141</u>	<u>\$ 36,906,475</u>

WEST LIBERTY STATE COLLEGE

STATEMENT OF CASH FLOWS

PERIODS ENDED December 31, 2007 and 2006

	<u>12/31/2007</u>	<u>12/31/2006</u>
CASH FLOWS FROM OPERATING ACTIVITIES:		
Student tuition and fees	\$ 5,822,536	\$ 5,442,129
Contracts and grants	2,703,838	2,698,212
Payments to and on behalf of employees	(7,431,768)	(7,308,458)
Payments to suppliers	(4,352,876)	(3,943,854)
Payments to utilities	(535,666)	(575,721)
Payments for scholarships and fellowships	(2,520,747)	(2,394,083)
Loans issued to students	(161,317)	(160,386)
Collection of loans to students	101,861	200,359
Auxiliary enterprise charges	4,449,820	4,027,335
Fees assessed by Commission	(80,138)	(76,787)
Other receipts—net	158,415	153,590
Net cash provided (used) in operating activities	(1,846,042)	(1,937,664)
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:		
State appropriations	3,473,564	3,455,494
William D. Ford direct lending receipts	4,811,064	3,842,716
William D. Ford direct lending payments	(4,811,052)	(3,797,801)
Cash provided by noncapital financing activities	3,473,576	3,500,409
CASH FLOWS FROM CAPITAL FINANCING ACTIVITIES:		
Purchases of capital assets	(1,501,457)	(3,171,822)
Capital and Bond proceeds from the Commission		500,000
Proceeds from sale of assets	916	
Principal paid on long term liabilities	(305,469)	(289,442)
Interest paid on bond obligations	(355,906)	(362,749)
Interest paid on long term liabilities	(11,486)	(21,134)
Decrease (Increase) in noncurrent cash and cash equivalents	324,971	1,327,185
Debt service assessed by Commission	(221,006)	(239,310)
Cash used in capital financing activities	(2,069,437)	(2,257,272)
CASH FLOWS FROM INVESTING ACTIVITIES:		
Interest on investments	159,532	209,773
Cash provided by investing activities	159,532	209,773
INCREASE (DECREASE) IN CASH	(282,371)	(484,754)
CASH AND CASH EQUIVALENTS—Beginning of year	6,288,287	6,715,746
CASH AND CASH EQUIVALENTS—End of year	<u>\$ 6,005,916</u>	<u>\$ 6,230,992</u>

WEST LIBERTY STATE COLLEGE

STATEMENT OF CASH FLOWS

PERIODS ENDED December 31, 2007 and 2006

	<u>12/31/2007</u>	<u>12/31/2006</u>
RECONCILIATION OF NET OPERATING INCOME (LOSS) TO NET CASH USED IN OPERATING ACTIVITIES:		
Operating income (loss)	\$ 6,981,144	\$ 5,580,461
Adjustments to reconcile net income (loss) to net cash used in operating activities:		
Depreciation expense	1,064,120	1,049,892
Changes in assets and liabilities:		
Due from Primary Government	(258,657)	(140,333)
Accounts receivable, net	(8,864,070)	(7,997,145)
Due from Commission and other state agencies	15,048	37,417
Loans to students, net	(39,244)	22,173
Prepaid expenses	20,055	(56,812)
Inventories	(351)	(2,759)
Accounts payable	(13,584)	(25,590)
Due to Commission and other state agencies	(23,052)	(4,693)
Accrued liabilities	(987,640)	(603,677)
Compensated absences	(1,623,800)	51,010
Cumulative effect on change in accounting principal of compensated absences	1,566,615	
Deferred revenue	102,219	131,713
Advances from federal sponsors	(1,947)	20,679
Other operating activities	<u>217,102</u>	
NET CASH PROVIDED (USED) IN OPERATING ACTIVITIES	<u>\$ (1,846,042)</u>	<u>\$ (1,937,664)</u>

President's Report

One of the most exciting times on a college campus is witnessing the arrival of a new entering class. This year was particularly significant for me since I, too, began my first year at West Liberty. I felt quite "at home" with the freshmen.

It is a pleasure to provide this West Liberty update to you. Some of the most often asked questions include the enrollment, new programs, new faculty and staff. There is always an interest in the athletic teams.

Enrollment:

This year West Liberty enrolled 503 freshmen bringing the total fall enrollment to 2,405 student learners. In fact, West Liberty had the highest percentage increase in total enrollment of any public baccalaureate institution in West Virginia. We are pleased with the quality of this year's entering class which has eight high school valedictorians, six salutatorians, and 54 students ranked in the top 10% of their high school class.

New Programs:

We were pleased to create several new academic programs to meet student needs and adjust to employment and societal changes. We expect these changes to benefit our students in terms of employment opportunities.

- Environmental Science has been added to the B.S. in Chemistry Program.
- Health Services Management has been added to the B.S. in Business Administration with two tracks available, one for Long Term Care and one for general Health Care.

The academic program has been further strengthened by adding available minors in,

- Athletic Coaching
- Business Administration for Science Majors
- Entrepreneurship in Business Administration
- Gerontology in the Health Sciences Program.

New Faculty:

We are encouraged by the addition of several new faculty members this year. We believe we have strengthened our academic program with these very talented individuals.

- Mathematics: Dr. Hollie Buchanan as Assistant Professor of Mathematics and Amanda Tate, Lecturer of Mathematics.
- Economics: Serkan Catma as Instructor of Economics.
- Physical Education: Brian Davis as a Lecturer of Physical Education and wrestling coach.
- Physics: Travis Miller as Instructor of Physics
- English: Jeremy Larance as Instructor of English.
- Education: Christine Nardelli as Instructor of Education and Dr. Charles Ramer as Assistant Professor of Education.
- Clinical Lab Science: Bonnie Porter as Lecturer in Clinical Lab Science and Medical Technology.

- Political Science: Dr. Erik Root, as Assistant Professor of Political Science.
- Computer Information Systems: Dr. Jane Wallace as Associate Professor of Computer Information Systems.
- Special Education: Dr. Terry Wallace as Assistant Professor of Special Education.

We welcome these gifted faculty members to WLSC.

Athletics:

- Football: The Hilltoppers finished with an 8-3 record and over 20 changes in the school's record books. The Hilltoppers finished 2nd in the WVIAC and were ranked 8th in the NCAA Division II rankings. Coach Roger Waialae had 100 players involved in the football program this year.
- Men's and Women's Cross Country: Both teams finished 9th in the WVIAC with Coach Tim Weaver's daughter finishing 4th overall in the WVIAC championship.
- Men's Golf: Coach Roger Waialae's golfers finished 2nd in the WVIAC championship.
- Women's Golf: Karen Waialae's women finished 3rd the WVIAC with sophomore, Vicky Adderley being named WVIAC Player of the Year.
- Men's Tennis: Coach Sam McCullough's netters took 1st place in the WVIAC tennis championship.
- Women's Tennis: Coach Heather Gallagher's Lady Toppers finished 4th in the WVIAC Tennis Championship
- Women's Volleyball: First year coach, Brooke Turner has a young team and is gaining valuable experience.
- Men's Basketball: Jim Crutchfield's Hilltoppers are 13-0 and in first place in the WVIAC and ranked 9th in the NCAA Division II national rankings.
- Women's Basketball: Lynn Ullom's Lady Toppers are 8-3 and starting to make their presence felt in the WVIAC.
- Wrestling: First year head wrestling Coach Brian Davis is looking to continue the great wrestling tradition at our school.

Campus Improvements:

We are completing the final design phase and cost estimates of the major renovation of our athletic facilities.

Significant improvements have been made to campus dining facilities courtesy of \$100,000 invested by Sodexo Campus Services, the College's food service contractor. Also, Barnes and Noble Booksellers funded \$25,000 worth of new seating in the student's Marketplace Restaurant. These vendors have been excellent corporate partners of the institution since 2000 and 1992, respectively.

Development:

There have been significant changes in the development department.

- Jeff Knierim, former Executive Director of the United Way of the Upper Ohio Valley, has joined WLSC as the new Chief Development Officer.
- Jason Koepler has been named a development officer.

- Chuck Jeswilkowski has been named assistant director of athletics and will also function as the fund development officer for the athletic department.
- Ron Witt, Director of Alumni Relations, has added development responsibilities to his position.

Gift Income:

Total gift income has reached \$518,390 at year's end. The Phonathon, usually held in the fall, was postponed until the winter and began on January 27. President's Circle members have contributed \$51,450 as of December 31.

Foundation Disbursements:

Grants from the WLSC Foundation are awarded in the spring of the year for the next academic year. Because of the generosity of current and former donors we were able to strengthen the College's various programs with disbursements from the Foundation of \$1.2 million with more than \$100,000 coming from endowed sources. We are increasingly dependent of these Foundation disbursements as a means of providing financial assistance for our students and academic program support.

Provost Report for the Board of Governors

February 6, 2008

1. An update on Accreditations:
 - a. HLC (The Higher Learning Commission) has sent us their Report as a draft document for verification of data. It closely mirrors the verbal report we received during the exit meeting.
 - b. Exercise Physiology is scheduling their site visit, probably late March.
 - c. NASM will be on campus for the Music Program site visit in early April.
2. As reported by the President, the Master of Arts in Education program was approved by HEPC at their January meeting. We are preparing to submit another request to HLC for a change in status to enable us to become a university.
3. A focused assessment workshop was held the week before classes began for those departments and programs that have limited assessment activities and/or data being generated regarding the ability of graduates. It was extremely well attended; the faculty, chairs, & deans who attended participated at a high level. The revisions to assessment plans in these areas and the data collected from these changes will serve as the basis of our Progress Report to the HLC in January 2009.
4. Faculty changes for spring 2008:
 - a. Travis Miller, a new faculty member was hired for January to replace Bill Leech. He was formerly an academic laboratory instructing assistant in physical sciences.
 - b. One faculty member has shifted away from academics and returned to the administrative side of campus – Ron Witt. He will continue to be Director of Alumni, Manager of Liberty Oaks, and also function as a Development Officer. His classes will be taught by an adjunct professor in spring.
5. We are advertising for the Dean of Liberal Arts position and for most of the 11 open faculty positions for AY2008-09. In a few cases, we are in the process of finalizing the advertisements. The open positions include:

History	Journalism	Business (Hospitality & Tourism)
Humanities	Music	Developmental psychology
Biology (2)	Math	Exercise Physiology
Health		
6. International Ad Hoc Committee submitted a grant application to HEPC and is actively preparing the former WV Room on the 2nd floor of the Student Union as the new i-space. It was painted just before the start of the semester and a collage of maps was placed on one wall. A schedule will be prepared of the various cultures to be featured on a rotating basis, including music, food, etc. Faculty, staff, and students are invited to participate.

Enrollment Update as of January 30, 2008

Spring 2008 Registered Students

2201 students are currently registered for the spring semester. At the same point in time last year, 2054 were registered for the spring 2007 semester. Thus, we are running 147 students ahead of last spring's numbers.

142 dual credit high school students are included in the 2201 registered student number. Last spring we had 94 dual credit students registered for courses. This is an increase of 48 students.

Faculty members are in the process of verifying students attending their respective classes. Class list corrections are due in the Registrar's Office by Tuesday, February 5.

Updated numbers, including the historical spring enrollment chart, will be available at the Wednesday, February 6, Board of Governor's Meeting.

Fall 2008 Applications

The next Admission's Report will be completed on February 1, 2008. However, as of January 30, 1372 applications have been received for the fall 2008 semester. On February 1, 2007, 1269 applications had been received for the fall 2007 semester. With two days remaining until the next comparative Admission's Report date, we are running 103 applications ahead of last year.

Office of Development Report

- Total gift support (7/1/07-1/28/08) is \$542,619 compared to \$529,622 (7/1/06-1/28/07).
- The Phonathon to support this year's Annual Campaign for Excellence started on 1/27/08 and will continue for approximately 10 weeks. The goal is \$100,000.
- In addition to Jeff Knierim and Jason Kogler joining the Office of Development, development responsibilities have been added to Ron Witt's position of Director of Alumni Relations and to Chuck Jeswilkoski's position of Assistant Athletic Director.