

Minutes
WEST LIBERTY STATE COLLEGE
BOARD OF GOVERNORS
Wednesday, February 6, 2008

ATTENDANCE:

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

Unable to Attend: John Larch, John Moore, Bernie Twigg

Administration/Faculty/Staff: Robin Capehart, J. D. Carpenter, Scott Cook, John Davis, Mary Ann Edwards, Pat Henry, Donna Lukich, John McCullough, Tammi Secrist, Jim Watson, Brian Warmuth, Jeff Knierim, Jim Clark, George Hammond, Ron Witt, Shane Stack

1. Call to Order:

Ms. Exley called the meeting to order at 5:00 p.m. with a welcome and thanks to Sodexo and Mary Ann for preparations for the meeting. She is in the process of ordering a monthly newsletter for the Board members, which was encouraged by the Chancellor. Plans are in the works for a Board retreat later in the year. Chair Exley again reminded the members about attending May 2008 commencement. If members are able to attend, it's a wonderful day and students, faculty, and staff deserve to see the Board members in attendance.

2. Approval of Minutes*:

Full Board
12/12/07

Executive Committee
12/07/07

ACTION ITEM I:

A motion to approve the minutes of the full Board of December 12, 2007, and the Executive Committee of December 7, 2007 was then made by Beverly Burke and seconded by Brian Joseph; motion passed unanimously.

3. Program Reviews*:

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.

This is the first review of this program in this configuration. Programs were combined a few years ago into Social Science to allow better numbers for reporting purposes. We are currently enrolling on average about 40 students and graduating on average ten students per year. The summary report lists the recommendations.

ACTION ITEM II:

A motion to approve the program review recommendation for the B.S./B.A. in Social Science for continuation at the current level of activity with corrective action, with a follow-up assessment report due in Academic Year 2008-09 was then made by Brian Joseph and seconded by Roseanna Keller; motion passed unanimously.

The B.S. in Business Information Systems 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.

This is a new program and although only in its fourth year, we would like to keep the program review in the same cycle with the School of Business Administration degree. We are currently enrolling approximately 20 students and graduating on average four to five students per year.

A motion to approve the program review recommendation for the B.S. in Business Information Systems for continuation of the program at the current level of activity was then made by Jim Compston and seconded by Brian Joseph; motion passed unanimously.

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.

This program is recommended for the designation as a program of excellence, with an average enrollment of 467 students and graduating about 96 students each year.

Ms. Keller asked if there is an ethics core to this program. Dr. Lukich directed this question to Mr. Turrentine, Chair of the Department of Financial Systems. Mr. Turrentine stated that the recent accreditation team stressed that WLSC evidences ethics in the total curriculum. Virtually all courses offered include ethics as part of the instruction process. Dr. McCullough added that ethics classes were previously offered, but a recommendation was made that rather than offer as an individual course, integrate ethics throughout the curriculum. The integration has proven to be more effective.

A motion to approve 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 was then made by Larry Miller and seconded by Roseanna Keller; motion passed unanimously.

4. Approval of FY 2009 Tuition and Fees*:

Mr. Henry distributed an updated copy of the proposed tuition and fees breakdown. Changes were made to a couple fees and a new one added. Scuba diving went from \$100 to \$125 and basic horsemanship went from \$75 to \$80. A 21st Century fee has been added for instructional technology for service provided for the laptops and new programs using the laptops in the education and graphic design areas of \$75. The room and board increase will be 5% and the tuition increase is 6.9%. Mr. Henry then asked for questions.

Mr. Compston asked about the \$40 laundry fee. There's no increase listed but why do students pay a \$40 laundry fee? Mr. Henry stated that although the fee is listed, it's never been implemented. Students do not pay this fee unless the contract comes up and changes are made. Mr. Compston then asked about the increase in private music lessons. Mr. Henry stated that we are losing money on the music lessons. Even with the increase we are not at a break even, but closer to the point of not costing the College. Break even is always the worse case scenario for the college. Mr. Compston asked if this fee was for each lesson. Mr. Henry stated that this is for each class, but there is a cap, depending on how many different music lessons a student takes. Dr. McCullough added that it is not appropriate for the non-music majors to significantly underwrite a very costly program. This is a wonderfully program, which is nationally accredited, and music students need to bare a bit more of the costs.

Mr. Compston stated that students pay \$35 each semester for parking and faculty and staff pay \$50 for the year.

Mr. Turrentine asked where WLSC compares with other state institutions on tuition. Mr. Henry stated that schools are very tight lipped when it comes to two things: tuition and raises. They will keep this information to themselves until it is released to the media. President Capehart added that we are historically competitive with other institutions. We use the same process and should stay competitive. Dr. McCullough added that we probably will be above some and below some institutions on the percentage of increase. If we are above it will be by a very small percentage. We have the option, with special permission, to go as high as a 10% increase, but we are well below at 6.9%.

Mr. Compston then asked about the \$25 increase in the late graduation fee. Mr. Henry stated that due to the automation of this process by the diploma company, if deadlines are not met there

are steps we need to go through with the company. Mr. Cook gives the student plenty of notice for this process. Mr. Compston asked Mr. Cook how many students this normally affects, to which he replied five or six students. President Capehart noted that most fees raise in cost a couple of bucks a year, but you only see them actually going up \$15 to \$20 every few years because we can no longer absorb the smaller increases.

President Capehart asked if the fee increases are incorporated into this action item, to which Mr. Henry replied yes. The resolution will be amended to include the fee increases. Mrs. Burke asked if we were only acting on the tuition and fees, not the next fiscal year budget, to which Mr. Henry replied yes, just the tuition and fees.

ACTION ITEM III:

A motion to approve the tuition and fees for fiscal year 2008-09 was then made by Larry Miller and seconded by Beverly Burke; motion passed unanimously.

5. Football Stadium Update:

Mr. Watson stated that we have launched into Phase I of the project, which involves site preparation and installation of artificial turf, as well as design of the potential area such as the practice field, which will be the softball complex. With authorization of the president, a Stadium Committee was formed in December consisting of John McCullough, Pat Henry, John Larch, Mike Stolarczyk, Watson, and President Capehart.

From this began the process of advertising for contractors we deemed to be suited for the project. A mandatory pre-conference meeting was held and a pre-RFI where the contractors come on site and are pre-qualified for the project. From these result we narrowed the field down to three firms, had these firms back to campus for an intense day of interviews on January 18, and gave each of them an additional week to submit pricing. We are happy to announce the selection of J. T. Sauer and Associates from McKees Rocks, PA. They were chosen by unanimous choice and came in with the best pricing. We have since found out that the president of the company, Jim Sauer, played in an OVAC all star game at West Liberty and his wife is an alumnae.

Surveyors were here today, in the rain, and we can't proceed without the final site survey. Using GPS to get the coordinates, drawings for the layout will be completed sometime in the next two to three weeks. Construction bid documents will be prepared so the project can go to bid by the middle of March. We expect to have the bid opening in late March. From there we will decide whether to go with an aggressive tight schedule, completing the project by July 15, three weeks before football camp. This would give enough time for settling and other preparation of the turf for use. If we do not meet this schedule we would go to Plan B, which would be to opt to a November 2008 start date immediately after the finish of our football season in the fall. This would give us a bigger window but we would have to live with the current field on more year under the current conditions. We hope that Phase 2 will commence within two years when we will be attacking the issue of the stadium, etc. We will begin planning for that event even though it could be several years away. Right now, we are very pleased with the selection of J. T. Sauer and Associates, who was also here today walking the field with his architectural engineer.

Mr. Compston asked about doing the project in stages and whether it will hurt the turf when the time comes to build the stadium. Mr. Watson stated that this has been identified from the beginning, but we feel that we can stage the project to deal with this issue. It would be one thing if we had the money to do the project right, but we might be waiting, three, four, or five years for funding for the stadium. In the meantime, we need to move forward with the turf project for programs.

President Capehart stated that we have a benefactor who has pledged a considerable amount of money for the turf project. If we wait on this project we may lose this commitment.

Mr. Watson then stated that collegesportsreport.com came out today with the 2007 Division II All American Team, naming national offensive player of the year Almonzo Banks, and national defensive player of the year, Darren Banks, both of WLSC. This is possibly a "first" in NCAA history.

6. Campus Life Committee:

Dr. Carpenter stated that the committee meetings have been very productive, but they need to create a time between now and the next Board meeting to sit and discuss issues we've been talking about, such as retention, campus life and what has been accomplished. Mike, Brian, Jim, and other committee members are getting a feel for where we are culturally as a campus. What we have managed to accomplish in the last two meetings is to start to educate people in terms of getting a feel for where we are with the things we need to do to move forward. In the next few weeks we would like to start to move forward with several programs, one in terms of assessment, making sure what we are assessing as a diverse campus and things that lend themselves toward higher retention and success rates for students.

We have been busy getting into the business of writing grants and were awarded a social justice grant through the Policy Commission. This was a small grant but it will allow us to put together a Bridge program next summer to target our at risk population. We also submitted a \$15,000 grant for retention to use for electronic online, on demand tutoring for students. Another is a Trio grant we are moving forward with that would target students with disabilities, at risk, low income, and low ACT/GPA students. We have a population of 250 to 300 student on this campus we could focus those resources on that have a lower retention rate than the main stream populations. As the Committee moves forward, we would like to pull this group back together between now and the April Board meeting, outside the board setting. These meetings are held prior to a board meeting and as we get deep into conversations, and have to run to the next meeting. Dr. Carpenter invited anyone interested to cabbage on to what they are doing. They are excited about where they are headed and the conversations they are having.

Ms. Burke stated that through these meetings she's learned that there is not enough money for students and student activities, which are very important. Students are working hard to try and provide activities and just don't have the funds. Also, Student Government pays back \$6,400 to the school. Why is this happening? SGA takes \$6,400 and pays it back to the general fund. Does anybody know the history of this process? Mr. Henry stated that this has been going on since he's been at WLSC. It has always been a responsibility type of thing where if the students make above a certain amount of money they get to keep it, but they pay back the remainder. It's not just about giving them money, but they have to work for a portion and pay it back. Ms. Burke stated that the students are paying fees, and in addition paying back this money, and it should be looked into. Dr. McCullough stated that Mr. Henry's reference is exactly right. It is a level of responsibility of the students to help underwrite the services. Keep in mind, this was long before the cost of providing those services was what they are today, and long before the fees students pay are at the range they are today.

Mr. Stolarczyk respectfully asked the Chair and President for this line item reduction of the \$6,400. There are no key performance indicators for this line item in the budget, just giving back \$6,400. What he heard and saw in today's meeting with these students is that they are actually thinking in a very fiscal manner. They gave \$300 to one organization, wiping out their semester budget, to a team that's been successful, having to sacrifice another organization for one that's recognizable. That is teaching real world business. Taking that \$6,400 off the top is not educating anybody. We need to find a way to move away from this and get a budget they can manage. If they want to bring in a good speaker they can charge \$10 per ticket just to break even or charge more to make some money. They can keep the extra money in their budget for the next year. They can turn this into a business activity on behalf of the students.

Mr. Stolarczyk would also like the record to show that there needs to be a line item in the budget to repair the college union clock, along with funds to maintain the clock in the future.

Mr. Compston stated that he talked with Mr. Henry this week and will hopefully increase the budgets for housing, student government and J.D.'s area. We need to understand that once we get kids here, if the laptops bring them here, we need more money in other hands to keep the students here. It's no good if they leave after a semester. We need retention as well as getting them here. President Capehart stated that he understands Mike, Bev, and Jim's concerns, and that is one of the reasons the finalization of the budget was moved to later in the Board schedule for time to look at the various divisions.

Ms. Burke noted that in looking down through the draft budget with regard to the custodial services contract, this is one of those things that she cannot tell us how many times over the years, between faculty, staff, and students that they have complained about the current service. She asked when the contract is up for bid again. Nobody is happy with Winan's service. According to this budget they will probably receive a 5% increase. We're paying them \$708,000 a year and increasing that by \$35,000 next year. This is unacceptable for a service we are not happy with. Back when we had the cut backs and lost probably 20 custodial workers and went to outsourcing, do we have any idea what it would cost to go back to our own custodial service with salaries and benefits?

Mr. Henry has worked with Mr. Davis on this question, and to bring the custodial service back to in-house would be \$254,000 in addition to the \$708,000; almost \$1 million. This is based on 36 FTE for what we need in-house campus-wide. Ms. Burke also stated that the service in Main Hall is done with one person for the whole building. How many people would we really need to come back since we're obviously getting by with less people? Mr. Henry stated that they have looked at the numbers and it would cost more to bring the custodial service back in-house. When the custodians were let go, and Mr. Davis can speak to this, the transition to outsource was already started; it was a hybrid at the time. We are in the process of rebidding the contract. Specs are out to building managers for an opportunity to review the specs, get them back to Ed Stewart, build an RFP, and get them out on the streets in the next few weeks. Ms. Burke stated that people have had it with this service and want change; either our own employees or another company. Although she was not sure of the process, it was thought that the food service contract had a committee to help with its selection. This should also be done with the cleaning contract. Visitors come to campus and see a building like the ASRC and it's dirty. Maybe the custodians are only doing what they're told to do, but it's not enough. Ms. Exley stated that Pat is on top of this and let's wait and see what happens; it's a work in progress. Mr. Henry stated that the specs will be put together and sent out, but you can't make people bid on the project. Ms. Burke asked if there will be a campus committee that chooses the company or that can lend their voice as to what we need in the various areas of campus.

Mr. Davis stated that there are 13 or 14 auxiliary service contracts on campus; contracts that he had bid, rebid, negotiated, and administers, separate and apart from the contracts Pat administers. Of those contracts, the only one that is subject to a committee process is the food contract, a \$2.8 million contract. With respect to all other contracts, typically how those contracts are handled, is when they come up for rebid the specs are written, reviewed, and edited by Mr. Davis. They are then shared with constituents, sent out, and usually due back to Ed Stewart in about two weeks. The specs list the needs, when things should be done, what building, and how frequently. Then Ed, the CFO, and Mr. Davis review the information and make a recommendation to the president. To comment about the 5% line item in the budget, this is the 2009 budget, not for the cleaning service we presently have, but for whoever gets the contract July 1. This 5% is included because the existing contract did not include any increase for this year, and because this contract was bid six years ago, we believe we will be facing substantially higher costs from everyone who bids; not just because of the raise in the minimum wage but rising gasoline and other factors.

Chair Exley thanked Dr. Carpenter for the committee update and gave best wishes to the committee and the issues they face.

7. From Higher Education to Work in West Virginia:

President Capehart stated that he and Chair Exley have had a number of discussions on what we see in the future and how we want the Board meetings to become more centered on areas which are our primary responsibility, such as policy and direction of the College; big issues, instead of report after report after report on campus updates. We can post those updates on line and give members the opportunity to read them before the meetings and have questions to discuss what is in those reports. We would like to get away from sitting and reading reports from different parts of the campus and get into higher level discussions. One discussion we feel is important is that we start providing information to help guide our Board discussions. At the HEPC meeting a few weeks ago a presentation was given by Dr. George Hammond, who is with us today. This presentation, "From Higher Education to Work in West Virginia" is the first in a series of research pieces that he's doing. Dr. Hammond serves as Associate Director of the Bureau of Business

and Economic Research. Following the presentation was a question and answer period. President Capehart thanked Dr. Hammond for his presentation to the Board.

8. President's Report:

President Capehart stated that there was a comprehensive president's report in the Board packet and to feel free to ask any questions about this report. There are several things on the agenda that he would like to touch on this evening.

- **HEPC**

The HEPC had a meeting two weeks ago where we presented the Masters in Education, which was approved. President Capehart asked for comments from Dr. McCullough. Dr. McCullough stated that the program was approved unanimously with no questions. The quality of work was outstanding on the campus done by Dr. Lukich, Ann Rose, Beth Musser, Earl Nicodemus, and Kay Clawson. The next step is to the Higher Learning Commission for a change in institutional status. We are confident that will be forthcoming. We will make reapplication to the HLC subsequent to the launching of our first masters degree with three tracts to be offered in academic year 2008-09. This may be launched in the fall of 2008. Dr. McCullough thanked Superintendent of Ohio County Schools Larry Miller for his great support and development. A number of current non-graduate degree holding employees from his area could be involved in this program. We are real excited about this first step, a key step in the direction to university status. Next, the HLC will need to approve our request for a change in institutional status. This is one of the criteria identified by the HEPC for the granting of university status.

President Capehart suggested the Board members drop a note to all of those people involved in this program to thank them for their work. Ms. Exley noted that she had written a letter to each on behalf of the Board.

Mr. Turrentine stated that the approval of the masters program is great news and a good step in moving forward with university status. An e-mail survey was distributed in December to faculty and staff regarding the naming of the College when we obtain university status. The e-mail stated that the findings would be derived by the Marketing Committee and would be provided to the campus community. To date, Mr. Turrentine stated that the campus has not seen anything on the results of this survey. President Capehart stated that he received this information this afternoon and suggested that it be run through the Governance Committee. The information will eventually be distributed to everybody, but the Committee will report back to the Board instead of discussing at this time. One of the Board Chair's initiatives was to form the Governance Committee, and Chair Exley clarified that the Board of Governors will make the choice on the university name, and it will rely on the recommendation from the Governance Committee.

The HLC visitation team has recommended another ten-year accreditation for WLSC. Preliminary documents were forwarded to us and the document has been revised slightly. President Capehart has talked with Dr. Roberts from the visiting team and it was everything we heard at the exit interview, but the language has changed a little. We now go through the process of taking this information and we will respond to it before a final report is sent in to the HLC. When we get to that point we will make it this information available to the campus. Ms. Burke asked, with the graduate program approved, what is the timeline that we have to send information to the HLC. Dr. McCullough stated that we will do this as soon as possible. We have a conference call coming up with the liaison to respond to those specific points regarding what we need to do with the master's proposal. This has already been addressed with the HEPC approval. We will restate this in the proper format, probably the same type of format imbedded in the HLC self-study, and as soon as Ms. Solomon says to go with this we will submit our request for our change in graduate status. We do not need to go back to the HEPC in this regard. We have achieved the HEPC requirements on the masters program and are in good standing with the HEPC. The HLC has to give us the institutional change from strictly undergraduate and approve WLSC to offer graduate education.

Ms. Burke asked if the HLC would not grant the graduate program, can we still go to university status? Dr. McCullough stated that it is probably a thin line if they do not give us approval as a graduate degree granting institution. We are confident we will get our HLC approval and be very aggressive in pursuing this status. President Capehart stated that a few years ago, granting university status was done by statute. You had to apply to the legislature to become a university,

which is what WV State, Concord, Shepherd, and Fairmont did at that time. Now you have to go through the HEPC. Two of those institutions launched graduate programs without having HLC approval. They simply went forward with the programs, kind of a retro fit, and the HLC didn't change their status to a graduate degree granting institutions. Instead of asking for forgiveness, WLSC went through the proper format and asked permission to offer graduate programs. Going through the proper procedures is something we should be proud of.

President Capehart stated that the next HEPC meeting has been moved from April 24 to May 2, 2008. This will probably be the day we make application for university status, although the effective date will not be before August 1st. We will maximize the effective date to build spirit on campus.

- Strategic Focusing Initiative

President Capehart presented the Strategic Focusing Initiative to the Board members.

9. Executive Session:

Pursuant to WV Code § 6-9A-4, a motion was made to retire to executive session.

Following discussion in executive session, a motion was made to rise from executive session.

10. Adjournment:

The meeting adjourned at 8:33 p.m.

Lynne Exley _____
Chair

Secretary