

**WEST LIBERTY UNIVERSITY  
BOARD OF GOVERNORS**

**February 8, 2012  
5:00 p.m.  
R. Emmett Boyle Conference Center  
WLU**

**AGENDA**

1. Call to Order
2. Chairperson Comments
3. Consent Agenda\* ..... 5 Min
  - a. Minutes of the Full Board 12/07/11
  - b. Minutes of the Executive Committee 11/22/11
  - c. Minutes of the Executive Committee 01/25/12
  - d. Renaming Physician Assistant Program
  - e. Renaming Nursing Program
4. Informational Items:
  - President's Report ..... 30 Min
  - Classified Staff Council Update ..... 30 Min
  - Revision to Policy 1 - Procedures for Presidential Search and Selection ..... 5 Min
  - Revision to Policy 26 – Order of Precedence ..... 5 Min
5. Action Items\*:
  - Additional Funding for Soccer Field ..... 15 Min
  - Revision to Policy 8, Facilities - Approval ..... 5 Min
  - Revision to Policy 10, Travel - Approval ..... 5 Min
  - Revision to Policy 50, Fundraising - Approval ..... 5 Min
6. Adjournment

\*Action Items

**West Liberty University  
Board of Governors**

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**Minutes  
December 7, 2011**

Attendance:

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

Unable to Attend:

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

Administration/Faculty/Staff:

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

**1. Call to Order:**

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

**2. Chairperson Comments:**

None.

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

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

**4. Consent Agenda\*:**

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

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

**5. Informational Items:**

**a. Faculty Senate Update:**

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

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

Lisa Allen stated, with regard to Dr. Gall's initial inquiry, that faculty would be a conduit to take the students who enter the University in one form and emerge four years later a completely different form. Faculty transform those students and enlighten them to come out as a changed form, and also create the bonds to keep them connected to the University forever. Her connections from college were with the faculty; students connect with faculty, so there are alumnae and a continuing relationship bonded through faculty/student relationships. Chair Joseph stated that

from his time at WLSC he doesn't think about the facilities, he thinks about his professors and who made an impact on his life. At his first Board meeting someone stated that when you think about your campus life, nobody looks back at college and talks about how great their Physics class was; it completely changed his life in 1975, and that was about faculty.

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

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

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

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

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

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

Mr. Couch stated that he is a relatively new Board member of 15 months. The President updates the Board regularly on activities among faculty and things going on and attends Faculty Senate meetings. President Capehart stated that he does not attend the Senate meetings; Dr. Koyzis does. Mr. Couch continued that the President makes himself available, has some communications with the Board and if there is a lack of communication they will make sure it improves. The Board is a statutory body and has certain duties and obligations. The President reports directly to the Board, and he is the executive in charge of operations of the University and is expected to carry out the duties and responsibilities for the organization. The Board tries to attend events, games, etc. They do care how faculty feels about the University; what you produce is a product that's very important. These students go out and earn their way in life, whether an academic pursuit, business or medical, and provide us with one of the most important resources we have; skilled individuals in the medical area. How the faculty work and produce is very important and we do believe we have somewhat of an idea of how you feel, but certainly need more acceptable avenues to communicate.

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

**b. President's Report:**

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

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

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

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

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

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

**d. Human Resources Update:**

Mr. Stultz stated that he would like to give a few quick updates on what HR is about at WLU and distributed a Human Resources Report dated December 7, 2011. Having been on campus since May he was able to experience freshman orientation and see those new freshman students up

here. For somebody who's never been in the forefront of what to expect and to walk around this campus in the summer during orientation is exciting. Students, parents and guardians are excited, filled with life, others with trepidation; we are all with those students as they start in this the beginning of a whole new life. What life will be for them will be directly attributable to what this University really is, what it represents and Jim commended everyone for this and the wonderful things we do on campus. He is pleased to be a part of it, even though HR doesn't have much to do with faculty per say, they're the heart of what we do and are to be commended.

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

Page four of the information deals with SB 330 work groups; eventually WLU will have a representative or two in these work groups. With regard to classification/compensation, WLU is fully funded; some initiatives have not been successful in fully funding. It is state mandated that they must get to the point of fully funded. Institutions that have reached full funding can create a pay scale and bring it to a higher income level for the area.

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

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

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

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

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

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

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

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

\$145 capital fee per semester for all students and a \$415 capital fee semester for all students in residence halls.

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

Originally the Health Sciences building was to house everything together on three floors. This would put us at capacity with no room for growth, especially if WLU goes into a Masters in Nursing, along with the Physician Assistant Program, which will grow, and another Masters in Health Science. It's all in line with making sure we have adequate space, not adding another building. Mr. Wright stated that the fourth floor will not be built-out. It will be designed like the second and third floor as far as utilities, but not built-out; basically a white room. Mr. Couch asked if this space has no projected use at the present time and is reserved for future expansion, to which Mr. Wright stated "correct."

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

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

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

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

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

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

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

**7. Adjournment:**

The meeting adjourned at 6:49 p.m.

Brian Joseph \_\_\_\_\_  
Chair

George Couch \_\_\_\_\_  
Secretary

**West Liberty University  
Board of Governors**

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**Executive Committee  
Minutes  
November 22, 2011**

**Executive Committee Members:** Richard Carter, Brian Joseph

**WLU Administrators:** Robin Capehart, John Davis, Anthony Koyzis, John McCullough,  
Jack Wright

**General Counsel:** John Gompers

1. Chair Joseph called the meeting to order at 8:07 a.m.
2. BOG Business – The next Board meeting will be held in the R. Emmett Boyle Conference Center at 5:00 p.m. on Wednesday, December 7, 2011. The BOG Finance Committee will meet at 4:00 p.m.
3. Agenda Protocol – President Capehart discussed the need to follow an appropriate protocol regarding the placement of items on the official agenda for BOG meetings, including the use of a consent agenda.
4. Prall Cemetery Lease – Jack Wright explained that all appropriate documents have been signed and that the BOG Executive Committee has already approved the lease. It will need to be formally approved by the BOG.
5. Health Science Building-Fourth Floor Addition – Jack Wright discussed the proposed addition of a fourth floor to the Health Science Building. This new floor would not be utilized until needed and approved by the State Fire Marshal. This utilization would be at an undetermined future date. The BOG will need to approve this addition, prior to review by the HEPC.
6. B.S. in Athletic Training Degree Program – Anthony Koyzis stated that this proposed program would utilize existing personnel and facilities and that it would help to meet the need for professionals in this expanding career area.
7. Honorary Degree – President Capehart stated that we are awaiting the confirmation of the speaker for the December 2011 Commencement and the subsequent consideration of awarding an honorary degree to that individual.
8. BOG Policy No. 27-Order of Responsibility – John Davis explained the rationale behind revising this Policy in order to reflect changes in titles and positions, and he discussed the need to eliminate BOG Policy 12 (Publications) and BOG Policy 52 (PR Representative). These two policies are no longer relevant.
9. Human Resources Update – President Capehart stated that Jim Stultz would present an overview of SB 330 and its implications, along with other developing HR issues.
10. Elevation of Certain Departments to Schools – President Capehart, Anthony Koyzis, and John McCullough discussed the rationale behind changing/elevating particular Departments/Programs to the level of a School. Specially noted were the proposed program in Physicians Assistant Studies, the Nursing Program and the Dental Hygiene Program.



11. Meeting adjourned at 9:15 a.m.

Brian Joseph \_\_\_\_\_  
Chair

George Couch \_\_\_\_\_  
Secretary

**West Liberty University  
Board of Governors**

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**Executive Committee  
Minutes  
January 25, 2012**

**Executive Committee Members:** Richard Carter

**WLU Administrators:** Robin Capehart, John Davis, Anthony Koyzis, John McCullough

**General Counsel:** John Gompers

1. Vice Chair Carter called the meeting to order at 8:10 a.m.
2. BOG Business - The next meeting of the West Liberty University Board of Governors will be held at 5:00 p.m. on Wednesday, February 8, 2012 in the R. Emmett Boyle Conference Center. The BOG Finance Committee will meet at 4:00 p.m. or at a yet-to-be-determined date/time.
3. President's Report – President Capehart will update the Board on a number of events/activities associated with the University.
4. Classified Staff Council Update – Bo McConnaughy, Chair of the Council, will provide an update at the BOG meeting.
5. Designation of PA Program – President Capehart and Anthony Koyzis reported that, per the recommendation of ARC-PA, the accrediting body for the discipline, the Physician Assistant Studies Program should be designated as a Department. Upon approval by The Higher Learning Commission to grant the graduate degree, the PA Program should be designated a School. This will be included in the Consent Agenda.
6. Designation of Nursing Program – Anthony Koyzis stated that, per the recommendation of the Nursing accrediting body, the Nursing Program should be designated a School. This will be included in the Consent Agenda.
7. Additional Funding for Soccer Field – President Capehart stated that a request will be made for total funding for the proposed Soccer Field in the range of \$125,000 - \$300,000.
8. BOG Policy and Bylaw Changes – John Davis explained that changes – to conform to statutory changes – to existing BOG bylaws and policies need to be approved. They will be included in the Consent Agenda.
9. Upcoming Events/Activities – President Capehart stated that formal announcements and press events would be forthcoming regarding (a) West Virginia Jobs in Education Report, (b) proposed Advanced Academy of West Virginia, and (c) Community University.
10. Meeting adjourned at 9:19 a.m.

Brian Joseph \_\_\_\_\_  
Chair

George Couch \_\_\_\_\_  
Secretary

West Liberty University Board of Governors  
February 8, 2012

## **RENAMING ACADEMIC PROGRAM**

### **Physician Assistant Program**

The Board of Governors is asked to approve the name change of the “Physician Assistant Program” to “Department of Physician Assistant Studies.” This nomenclature is consistent with that of many other universities and was recommended by the program’s accrediting body. Pending degree-granting approval by The Higher Learning Commission, it is anticipated that the official name will be “School of Physician Assistant Studies.”

West Liberty University Board of Governors  
February 8, 2012

## **RENAMING ACADEMIC PROGRAM**

### **Nursing Program**

The Board of Governors is asked to approve the name change of the "Nursing Program" to "School of Nursing." This nomenclature is consistent with that of many other universities and was recommended by the program's accrediting body.

# ***PRESIDENT'S REPORT TO WLU BOARD OF GOVERNORS***

## **A Condensed Summary of Accomplishments and Activities**

*February 8, 2012*

- As of January 26, the last day to add classes, spring enrollment (second semester) stood at 2,565 students. This represents an **increase of 107 students (4.4%)** over the Spring 2011 enrollment.
- With the final enrollment figures tabulated, this marks the **sixth consecutive year of spring enrollment increases**.
- Enrollment increases for the Spring Semester (versus a year ago) are being recorded in the College of Liberal Arts (**15% increase**), in the School of Professional Studies (**6% increase**) in the College of Education (**4% increase**), and in the College of Arts and Communication (**3% increase**). The College of Sciences continues to hold the **largest enrollment** at WLU with **more than 600 students**.
- As of January 26, the students residing in campus residence halls number 1,158, representing an **increase of 30 students (2.7%)** over the Spring Semester a year ago.
- Applications for the fall of 2012 are running approximately **12% ahead** of the same time last year (1350 applications versus 1198 in 2011).
- The number of students accepted for the Fall Semester of 2012 represents a **7% increase** over the year-ago figure.
- As of January 27, in excess of \$1,000,000 in contributions has been received by the WLU Foundation (excluding planned gifts).
- Nearly \$15,000 has been raised in gifts and pledges toward the Kelly Theatre Renovation Project. All proceeds from the 2<sup>nd</sup> Annual Great Gala will go toward this renovation initiative.
- The President's Circle appeal has generated nearly \$1,000,000 in this current fiscal year, and the Circle continues to grow.
- Pikewood Creative was on campus in mid-January as part of the production of three new video commercials profiling younger alumni representing niche academic programs. The commercials will be ready to air by March 1.

- WLU's relationship with Direct Online Marketing is proving to be of value. As an example, their efforts have produced over sixty qualified leads for prospective students interested in our new Music Technology Program.
- The Higher Learning Commission's site visitation and review team has rendered a very positive recommendation regarding the proposed Master of Science in Physician Assistant Studies program. The HLC will take official action on the recommendation at its March meeting, and, subsequent to a vote of approval, applicants will be accepted for a July launch of the intensive two-year program.
- The development of a fully functioning and independent Office of Graduate Studies is being undertaken, with the objective being the ability to oversee all graduate programs, graduate admissions, graduate assistantships, graduate faculty, and graduate governance structure.
- A full and virtually unconditional seven-year accreditation from NCATE, the premier accrediting body, was received by the Teacher Education Program this fall. This accreditation represents a strong affirmation of the quality that permeates the WLU Teacher Education Program, which is among the longest standing of such programs in terms of NCATE accreditation—over 50 years.
- New Program Proposals at various levels of approval include Athletic Training, Digital Media Design, and Art Therapy. All of these proposed programs are intended to meet expanding professional and occupational needs in their respective career areas.
- The Social Science degree program is developing new/revised concentrations in Pre-Law and Appalachian Studies.
- New certifications in the Teacher Education program are being developed in the areas of Gifted and Talented, Early Childhood Education, and French.
- Within the College of Education, a new major-field program is being developed in Community and Informal Education in order to meet the expanding needs in that area.
- The ever-growing Master's program in Education is developing a new concentration in Leadership Studies, intended to meet the needs of educators and of professionals outside the area of education.
- The Institute for Innovation in Education is continuing to make progress in the development of the Advanced Academy of West Virginia (for academically talented high school juniors and seniors) and the Honors College, which will serve academically talented students at WLU.

- Coach Jim Crutchfield's Men's Basketball Team is ranked Number 2 in the nation in the latest NCAA Division II Top 25 Poll, behind Number 1 ranked Bellarmine, the reigning national champion.
- Crutchfield's Hilltoppers are on a record-setting run of 55 consecutive conference victories, and they reside in first place in the WVIAC with an undefeated mark in the league.
- Coach Lynn Ullom's Women's Basketball Team is making a late season run toward the top of the WVIAC. In a season marked by injuries and other unforeseen player personnel issues, the Lady Toppers have a winning record in both the conference and overall.
- Coach Brian Davis's Wrestling squad is ranked 14<sup>th</sup> in the nation in the latest NCAA Division II Poll, and his grapplers hold down the Number 4 spot in Super Region One.
- The Third Annual WLU High School Civics Challenge will begin on February 17 and will feature teams from the following twelve participating high schools: Wheeling Park, John Marshall, Brooke, Tyler Consolidated, Magnolia, St. Clairsville, Buckeye Local, Steubenville, Shadyside, River, Toronto, and St. John's. The winning team is awarded a \$1,000 WLU scholarship, with \$500 going to the runner-up team.
- From last year's Second Annual WLU High School Civics Challenge, five students from St. Clairsville's team and three students from River's team enrolled in this fall's freshmen class at West Liberty.
- The Office of Community Engagement, in collaboration with the School of Professional Studies and Dean Thomas Michaud, is now recruiting volunteer presenters for the "Community University" that will promote lifelong learning for senior citizens. The Community University will offer non-credit educational programs specifically developed for seasoned adults who are age 50 and older. The programs will be shaped by presenters' and learners' interests and will include a wide range of interesting and thought-provoking topics. Three terms will be offered during the year on weekdays at the Highlands Center, with a very nominal charge for "tuition" for each term.
- The WLU United Way Campaign concluded in solid fashion with contributions of nearly \$5,000 being raised through the generosity of the WLU community.

- WLU is making strides in chartering a Toastmasters Club in Wheeling. Currently, the Club meets at the Highlands Center at 5:00 p.m. on the second and fourth Mondays of each month. With a membership of twenty, consisting of community members, WLU staff and students, officers have been elected and the charter with Toastmasters International will occur this month. The club web site is [www.westliberty.toastmasersclubs.org](http://www.westliberty.toastmasersclubs.org). Toastmasters has helped millions of individuals improve their communication skills, thereby improving the quality of their lives and careers.
- An array of activities and events will occur in March in recognition of WLU's 175<sup>th</sup> anniversary. As they are finalized, these events will be publicly announced by the University. Some near-term University sponsored or related events include:

== February 9 – Concert Series, QUINK, vocal ensemble performing in College Hall

== February 18 – Black and Gold Day

== February 21 – College of Liberal Arts Colloquium Series in the Alumni Lounge

== February 23, 24 – “Macbeth” presented by The Hilltop Players in Kelly Theatre

*Disclaimer: This condensed summary report is intended to provide a relatively comprehensive overview of the contemporary accomplishments and activities associated with WLU; it is not intended to include each and every achievement and event that is part of the University.*



### **INFORMATION ITEMS - EXPLANATION**

At its January 25, 2012, meeting, the Board of Governors executive committee reviewed changes made by General Counsel John Davis to Policy 1 (Procedures for Presidential Search and Selection) and Policy 26 (Order of Precedence). Mr. Davis edited both policies at the behest of President Capehart by authority of Section 4, Policy 23 (Policy on Policies). Revisions to HEPC Title 133, Series 5 and Series 4, respectively, necessitated changes to these two WLU Board policies. Since HEPC rules and directives supersede policies of the WLU Board, no 30-day comment period is needed. The changes to Policy 1 and Policy 26 are therefore simply information items.

Section 3, Article II of the Board's Bylaws stipulates, "No member may serve as chairman for more than two consecutive years." WV Code 18B-2A-1 was amended effective June 10, 2010, to provide that no member may serve as chairman more than *four* consecutive years. The Bylaw must be changed therefore, so it conforms to the statute.

**ADDITIONAL FUNDING FOR SOCCER FIELD RESOLUTION  
WEST LIBERTY UNIVERSITY**

**Action Item**

The Board of Governors is asked to authorize \$300,000 funding for construction of a soccer field.

At its April 2011 meeting, the Board authorized the University to negotiate a lease (subject to the Board's final approval) with the Prall Cemetery Trustees for a parcel to be used as a soccer field. The Board approved \$125,000 funding for the project. The lease was approved the lease in December 2011.

GAI Consultants, Inc., of Charleston, WV, has estimated that a sum of \$240,000 will be needed to do the project. Due to the fact the gas drilling companies are using a large amount of the earth moving equipment in the area the President feels that \$300,000 should be budgeted to cover contingencies.

GAI's higher-than-expected estimate involves moving more earth than initially anticipated. More specifically, a larger cut will have to be made into the cemetery hillside, and \$30,000 worth of additional irrigation will be needed on the assumption that the field will be used on a continuous basis for soccer, lacrosse, and intramural sports.

**Proposed Resolution: *Resolved*, that the West Liberty University Board of Governors authorizes the expenditure of \$300,000 – rather than the originally approved \$125,000 – for construction of a soccer field.**

## **WEST LIBERTY UNIVERSITY BOARD OF GOVERNORS**

### **POLICY 8: USE OF WEST LIBERTY UNIVERSITY FACILITIES**

#### **Section 1. General.**

1.1 Scope: This policy governs the use of institutional facilities by persons or groups.

1.2 Authority: West Virginia Code §18B-1-6, §18B-2A-4, §18B-10-15.

1.3 Effective Date: July 29, 2002. Revised TBD

#### **Section 2. Policy Introduction.**

2.1 Facilities of West Liberty University are intended for use in the conduct of educational programs. As such, first priority for the use of facilities will be given to the institution's academic, administrative, and student functions.

2.2 In its many aspects of service to the public, the Board of Governors also recognizes the need and permits the use of facilities which may provide benefits otherwise not available in the community. Consideration of requests from internal and external groups will be guided by the following policy statements. Internal groups are those recognized under the institution's organizational structure and accountability, e.g. departments and faculty, staff, and student organizations.

2.3 Use of facilities will be constrained or prohibited for groups whose presence would pose a threat to the safety of the University community or for activities that are wholly commercial or for private gain.

#### **Section 4. Use By External Groups Or Individuals.**

4.1 The Board of Governors will permit the use of facilities by the general community in a manner which does not compete with the ongoing programs of the institution. Use of a facility by an external group must have an educational, charitable, or cultural purpose and must have a campus sponsor.

4.2 Use of campus facilities by external groups or individuals will be permitted within the following guidelines:

4.21 Facilities and support services will be made available only to the extent that their proposed use is not in conflict with the regular programs of the institution.

4.22 The nature of the activities of the external users shall not be potentially physically disruptive to the campus. For instance, local noise ordinances must be obeyed. While this policy may not be construed to preclude use of facilities based on political philosophy, race, religion, or creed of the sponsor, the nature of the activities to be conducted on the campus shall not be illegal under the Constitution or laws of the State of West Virginia or the United States.

4.23 A standard rental/lease agreement accompanied by evidence of such insurance protection as may be required to adequately protect the institution shall be executed by the campus sponsor and also be signed by a responsible officer of the external organization desiring to use a campus facility. Any employee whose private venture event (for example, sports camp) operates through a relationship with the West Liberty University Foundation, Inc. shall provide the University's Chief Financial Officer proof that his/her event compensation has been properly reported to the Internal Revenue Service and to State tax authorities.

4.24 All charges assessed for the use of campus facilities shall be sufficient at least to cover all identifiable costs of both a direct and indirect nature except that charges for indirect costs may be waived by the Chief Financial Officer at the discretion of the institution for nonprofit

organizations and/or public bodies of the State of West Virginia, such as county school systems, etc. Neither direct nor indirect cost charges may be waived for private venture camps, etc., including those operated by employees (reference Policy 46, Use of University Property). All charges must be reasonable, charged equally to all similar groups, and be published in advance. In turn, such groups using campus facilities may charge admission, but only for the purpose of covering the direct and indirect cost of the sponsored activities. External groups may not charge event participants or the public fees for parking, etc. All surplus revenue derived from the conduct of an event will accrue to the benefit of the institution, except for public or nonprofit groups for which this provision may be waived. An exception to the surplus revenue provision may be granted for certain programs offered during the summer months where the activity generates significant revenues to the housing and dining accounts of the institution.

### **Section 3. Use By Internal Groups or Individuals For Nontraditional Programs .**

3.1 To encourage the University to extend its offerings, the Board shall permit its facilities to be made available for use by recognized campus units to conduct educational or cultural programs, including youth camps, for which fees are charged and from which employees may be paid beyond their regular annual salary. The following guidelines will apply for these activities:

3.1.1 Faculty and staff members who conduct nontraditional programs may be compensated on the basis of the number of attendees, hours worked, or percentage of net revenue. The conditions for such payments are that: extra compensation for the activity be paid from funds other than state appropriations allocated by the Board of Governors; and the amount of combined nontraditional and consulting activity for which additional compensation is received is consistent with institutional policy and, where twelve-month employees are involved, annual leave is taken. Institutional officials will be responsible for approval of employees participating in programs covered by this policy and for maintenance of employees' records of annual leave and/or consulting time.

3.1.2 All revenues and expenditures shall be handled by the business office. All revenues from these programs shall be deposited into the appropriate state special revenue account. Charges for special services provided by the institution may be deducted from revenues; however, the institution may require that a deposit be made in advance for such services.

3.1.3 A formal agreement shall be developed and signed by an authorized representative of the group or unit responsible for the program and the president of West Liberty University or a designee. Said agreement shall establish the responsibilities of the institution and the sponsor, including detailed financial obligations to the institution from revenues. All agreements must ensure that the institution will receive reimbursement for all direct (rent, etc.) and indirect (equipment use, set-up, clean-up, staffing, police support, damages, etc.) costs.

3.1.4 Programs must be sponsored by West Liberty University. The name to be used for the program is left to the discretion of the institution.

3.1.5 All personnel receiving compensation for the involvement in the programs must be paid on a regular state payroll or a standard 48 or 48-A service agreement, as prescribed by the original contract agreement.

3.1.6 All publicity must indicate that checks for payment of fees are to be made payable to West Liberty University and not to an individual or external organization.

3.1.7 Adequate insurance must be underwritten by the sponsors of the program.

## **Section 5. Selling Of Articles On Campus.**

5.1 All solicitation and selling of products, articles, and services on any property maintained by West Liberty University is prohibited except by organizations and groups directly connected with or sponsored by the institution and upon written approval of the president or other appropriate administrator.

## **Section 6. Miscellaneous.**

6.1 The president shall designate the administrator(s) of this policy. A standard rental/lease agreement approved by the Board of Governors or its representative shall be used, along with any other forms needed to execute this policy.

6.2 It is not the intent of this policy to cover noncredit instructional offerings.

West Liberty University Board of Governors  
February 8, 2012

**POLICY 8 (FACILITIES) REVISION RESOLUTION  
WEST LIBERTY UNIVERSITY**

**Action Item**

Section 2 of Policy 23, Policy on Policies, allows for the dissemination of draft policy revisions *without* a formal Board resolution. An updated version of Policy 8, Facilities, was disseminated for 30-day Comment period on November 14, 2011. No comments were received.

**Proposed Resolution: *Resolved*, that the West Liberty University Board of Governors approves the revision of Policy 8, Facilities.**

# WEST LIBERTY UNIVERSITY BOARD OF GOVERNORS

## POLICY 10: TRAVEL

### Section 1. General.

- 1.1 Scope: This policy describes the parameters for authorizing and funding University business travel.
  - 1.1.1 This policy and the University's Administrative Procedure 40 cover in-state, out-of-state, and international travel and authorize reimbursement of expenses to members of the Board of Governors, the employees of West Liberty University, and non-employees who are expressly authorized by the President to travel on behalf of the University. It incorporates by reference, as if restated verbatim, HEPC's rule(s) governing the subject matter.
  - 1.1.2 Consultants and contractors are covered by this policy and the aforementioned administrative procedure unless specifically excepted in writing by the President.
  - 1.1.3 Reimbursement of travel expenses paid from federal, state, and private grants shall be governed by the terms and conditions of the grant if they differ from those contained in this rule; otherwise, this policy shall govern such reimbursement.
- 1.2 Authority: W.Va. Code §12-3-11; HEPC Title 133, Series 29  
Effective date: December 11, 2002. Revised: TBD
- 1.3 According to the West Virginia Code, it shall be unlawful for the Auditor to issue a warrant in payment of any claim for travel expenses incurred by an employee, Board member, or other non-employee unless such claim meets all the requirements of this rule.

### Section 2. Prospective Employees; New Employees; Reassigned Employees.

- 2.1 The University may pay for the traveling expenses incurred by any person (and his or her spouse when appropriate) who is invited to visit the campus or any other facility under the control of the Board to be interviewed concerning possible employment.
- 2.2 The University may pay: (1) all or part of the reasonable expenses incurred by a person newly employed in moving his or her household furniture, effects, and immediate family to the employee's place of employment; and (2) all or part of the reasonable expenses incurred by the employee in moving his or her household furniture, effects, and immediate family as the result of reassignment of the employee which is considered desirable, advantageous to, and in the best interest of the University; provided, that no part of the moving expenses of an employee shall be paid more frequently than once in twelve months.

### Section 3. Delegation of Authority and Responsibilities.

- 3.1 The President has authority to manage, approve, or disapprove travel and travel related expenses and may delegate any part of this authority to the Chief Financial Officer.
- 3.2 Travel may be authorized only for official business and only if the University has the financial resources to reimburse the traveler for travel expenses.
- 3.3 Chief Financial Officer shall be responsible for developing and updating procedures consistent with this policy to provide additional guidance to employees and others traveling on behalf of the University.

3.4 The responsibility to audit a traveler's expense account settlement lies with the University. Approval of a traveler's expense account settlement means that the settlement meets all criteria established for reimbursement in Administrative Procedure 40. The University shall audit and submit an accurate expense account settlement for reimbursement to the State Auditor's Office within a reasonable amount of time after receiving such settlement from the traveler.



West Liberty University Board of Governors  
February 8, 2012

**POLICY 10 (TRAVEL) REVISION RESOLUTION  
WEST LIBERTY UNIVERSITY**

**Action Item**

Section 2 of Policy 23, Policy on Policies, allows for the dissemination of draft policy revisions *without* a formal Board resolution. An updated version of Policy 10, Travel, was disseminated for 30-day Comment period on November 14, 2011. No comments were received.

**Proposed Resolution: *Resolved*, that the West Liberty University Board of Governors approves the revision of Policy 10, Travel.**

**WEST LIBERTY UNIVERSITY BOARD OF GOVERNORS  
POLICY 50: FUNDRAISING**

**Section 1. President**

- 1.1 Delegation of Authority.** Subject to the provisions set forth herein, the President or a person designated by the President shall be authorized to solicit and accept charitable and voluntary support on behalf of West Liberty University and use and expend such support solely for the benefit of West Liberty University.
- 1.1.1** For the purposes of this policy, “West Liberty University” shall include the institution, in general, as well as any subordinate academic, administrative, or athletic unit of the institution.
- 1.1.2** For the purposes of this policy, “charitable and voluntary support” shall include all real and personal property as well as bequests, charitable gift annuities, charitable remainder trusts, life insurance policies, and all other planned gifts.
- 1.2 Restriction on Gifts of Real Property.** The President or a person designated by the President shall be authorized to solicit gifts of real property for the benefit of West Liberty University; provided that the acquisition of said real estate by gift shall be authorized and accepted pursuant to the provisions set for in Leg. Reg. Section 133-12-1 et seq.

**Section 2. West Liberty University Foundation, Inc.**

- 2.1 Authorization.** The President or a person designated by the President shall be authorized to enter into an operating agreement with the West Liberty University Foundation, Inc. (“the Foundation”) which includes the establishment of the duties and responsibilities of each organization in regard to fundraising programs or solicitations for the benefit of West Liberty University.
- 2.1.1** Any operating agreement entered into by and between West Liberty University and the Foundation shall contain a provision which sets forth the manner in which the Foundation shall pay or reimburse West Liberty University for any expenses incurred in the course of any donor cultivation activity as required by the agreement or under the laws of the State of West Virginia.
- 2.1.2** Any operating agreement entered into by and between West Liberty University and the Foundation shall contain a provision that requires the President or his or her designee to maintain a record of all fundraising activities conducted on behalf of the Foundation for the benefit of West Liberty University.
- 2.1.3** Any operating agreement entered into by and between West Liberty University and the Foundation shall authorize the President or a person designated by the President to accept on behalf of the Foundation all gifts designated or intended for receipt by the Foundation including any gifts of cash, checks, or other financial instruments written, dated, and signed that contains an unconditional order from the drawer that directs the bank to pay a definite sum of money to the “West Liberty University Foundation, Inc.”
- 2.1.4** For the purposes of this policy, “fundraising” shall include the solicitation of all forms and types of gifts including cash, check, or other financial instruments;

stocks and bonds; gifts-in-kind; tangible personal property; real property including both surface and mineral rights; and planned gifts including the Foundation serving as the beneficiary of a trust or insurance policy.

**2.1.5** For the purposes of this policy, “gifts” shall not include grants, contracts, and other awards solicited and received by West Liberty University to support projects, research, and other scholarly activity.

**2.2 Compliance with Operating Agreement.** Any person conducting solicitation activity on behalf of the Foundation pursuant to this policy shall be required to comply with the operating agreement entered into by and between West Liberty University and the Foundation.

**2.3 Compliance with State Law and Donor’s Directions.** No provision of this policy or any operating agreement entered into by and between West Liberty University and the Foundation shall be construed to authorize or require any person to violate or disregard the laws of the State of West Virginia, the rules and regulations of the Higher Education Policy Commission, or other administrative agencies to which West Liberty University is subject, the policies of the Board of Governors of West Liberty University, or the specific directions of any donor or benefactor.

**Section 3. Fundraising Office**

**3.1 Establishment.** The President shall be authorized to create and maintain an office whose primary responsibility shall be to initiate, coordinate, and maintain all fundraising and solicitation activities conducted for the benefit of West Liberty University.

**3.2 Procedure on Fundraising.** The President shall promulgate an administrative procedure that promotes the effective and efficient conduct of fundraising activities at West Liberty University.

**Section 4. Annual Report**

**4.1 Annual Report.** At a regularly scheduled meeting of the Board of Governors held between July 1 and August 31 of each year, the President shall present to the Board of Governors a report which includes all of the receipts and disbursements associated with the gifts generated pursuant to the authority granted under this policy.

West Liberty University Board of Governors  
February 8, 2012

**POLICY 50 (FUNDRAISING) REVISION RESOLUTION  
WEST LIBERTY UNIVERSITY**

**Action Item**

Section 2 of Policy 23, Policy on Policies, allows for the dissemination of draft policy revisions *without* a formal Board resolution. An updated version of Policy 50, Fundraising, was disseminated for 30-day Comment period on November 1, 2011. No comments were received.

**Proposed Resolution: *Resolved*, that the West Liberty University Board of Governors approves the revision of Policy 50, Fundraising.**