

**West Liberty University  
Board of Governors**

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**Minutes**

**February 8, 2012**

**Attendance:**

Lisa Allen, Beverly Burke, Richard Carter, Brian Joseph, Patrick Kelly, Paul Limbert, Rob Marks, David Syrylo, Ann Thomas, Carrie White

**Unable to Attend:**

George Couch, Robert Steptoe

**Administration/Faculty/Staff:**

Bill Baronak, Robin Capehart, John Davis, Lynn Davis, Mary Ann Edwards, Brad Forshey, John Gompers, Bruce Jochum, Tony Koyzis, Melinda Kreisberg, Bo McConnaughy, Cindy McGee, Stephanie North, Michelle Pissos, Jim Stultz, Dawn Swiger, Jack Wright

**1. Call to Order:**

Chair Joseph called the meeting to order at 5:25 p.m.

**2. Chairperson Comments:**

Chair Joseph stated that he is pleased where we are as a University. In his business, you're most always watching the sloping line, whether it be up or down; rarely can you just stay status quo. We all agree we've been getting better, enrollment keeps going up, and things are going well. What we don't know, which is unbelievably beneficial to the community and can't seem to get our arms around, are the number of things our people do for the community that is not part of their job. This is a measure of the kind of culture we've created; the kind of people and staff, and it's pretty amazing. These are things like community outreach, not what Jeff Knierim does, and he does a great job, but that is his work for the University. Things like Jason Koegler, who helped develop the Wheeling Symphony strategic plan and how to sustain the symphony so it will still be in Wheeling in ten years. Keely Camden serves on the Board of the Children's Museum of Wheeling. It's great for the museum to have someone of her caliber and her knowledge and support. Tammi Secrist serves with Ohio Valley Connect to reach out and bring people back to the area, back home, to local jobs. At the Wheeling Arts Festival, Bob Villamagna and Brian Fencil were heavily involved in the festival but not as part of their job; it's the people that they are and the culture that is us. Zac Loughman in Biology is one of the top five authorities in the area on freshwater crayfish; he spends summers with the Oglebay Institute nature camps at Oglebay Park. These examples highlight how wonderful the Wheeling area is and the community outreach by the University. Chair Joseph stated he wanted to mention the outreach because it's not something we talk about; it's something we need to foster and recognize more often. He believes he hasn't touched on one-tenth of one percent of the outreach happening through WLU.

President Capehart presented Chair Joseph with a gift for newborn daughter Tess, stating he has officially entered the world of fatherhood and congratulations from the Board of Governors, faculty, staff, and administration at WLU.

**3. Consent Agenda\*:**

Chair Joseph asked for a motion to approve the consent agenda items, those being the minutes of the full Board of December 7, 2011, minutes of the Executive Committee of the Board of November 22, 2011 and January 25, 2012, Renaming of the Physician Assistant Program, and Renaming of the Nursing Program.

Chair Joseph asked if when we rename these programs as schools; what exactly does this mean? Is this just a name change or a change in organization structure and recording? President Capehart stated that it is just a name change. There is no state code or policy that requires you to have a certain organization. Chair Joseph asked if schools and departments are synonymous, to which President Capehart stated they can be. Dr. Koyzis stated that this change is required by the accrediting agency for the Physician Assistant Program. They suggested starting with the Department of Physician Assistant Studies; again, this is coming from the accrediting body. Chair Joseph stated that he could see the advantage and future possibilities of other schools that maybe we are on a strategic path to change.

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

#### 4. Informational Items:

##### a. President's Report

President Capehart presented his report to the Board. Looking at enrollment figures from areas around the state, it was noted that WLU hired a recruiter who lives in the eastern panhandle and recruits his local area. With the increase in enrollment for that area, this has paid off quite handsomely. We are starting to get a significant amount of students from that area.

The HLC Visitation Committee met on campus in December and is sending a very positive recommendation for the PA Program. A positive recommendation from the visitation is a good sign. Once we receive approval we are ready to begin classes. At the February 17<sup>th</sup> Higher Education Policy Commission meeting in Charleston we are anticipating approval of the B.S. in Athletic Training. Also, an Office of Graduate Studies will be set-up to oversee all graduate programs, admissions, assistantships, faculty and governance.

The College of Education has a number of things going on including NCATE accreditation, new certifications in Gifted and Talented, Early Childhood Education, and French, all of which are undergraduate. They have a major field development in Community and Informal Education and in the Masters in Education a new concentration in Leadership Studies, which is in high demand.

Institutional Advancement, as of January 27, 2012, has raised \$1 Million. The Kelly Theater renovation project has received \$15,000 in gifts and pledges and proceeds from the Great Gala will go toward Kelly Theater. Mark your calendar now for the Great Gala to be held the last Saturday in April. This is a wonderful event and those involved do a great job.

A project to be announced at the end of the March, under a proposed plan that the HEPC has presented to award institutions who move forward in areas of life-long learning opportunities for the community, is the Community University. This is based on a national program; Carnegie Mellon is a participant in the program, for individuals 55 and over. Classes are taught over a four to ten week period during the day at The Highlands. Jim Stultz will be teaching a class on the Civil War. The cost is \$25 and to date there are ten classes signed up with probably eight or nine more to come. When you pay the \$25 you can take all the classes you want for the semester. There will be all types of different classes and we are looking for instructors and students as soon as we announce what will be on the curriculum.

The new Learning Center is set to open in the fall 2012. This Center has been a high priority to help those students struggling in reading, writing, and just basic skills. Faculty can direct students to The Learning Center to get help in these areas and where they will receive personalized attention, which in turn should increase retention and improve competency based programs.

The Advanced Academy of WV will be announced in March, which is modeled after a program in Georgia, the largest program being located in the State of Iowa. High school juniors and seniors actually take classes at WLU that will line-up with their curriculum in high school. There will be a GPA requirement, interview process, and an ACT/SAT indicator taken into account. It is hoped that we will have these students their junior and/or senior years and will be able to go right through to graduation. It will be a very competitive admissions process with challenging classes in liberal arts comparable to what they are taking in high school. This will be an accelerated process for 60-64 hours of college credit. For parents it will be cost-efficient in the long-run and the students can avoid senioritis. For WLU it will enhance prestige and build good relationships with high achieving students who may stay with WLU to earn their degree. Superintendents, RESA VI, and principals are very excited about the program, which will initially be concentrated in five counties of the Northern Panhandle. Mrs. Thomas asked how the kids will find out about the program. President Capehart stated that while the program hasn't been announced yet, we are starting to schedule meetings to go to every high school in the five-area county to layout the curriculum, classes, when classes meet, and where they are held at The Highlands Center. President Capehart and Dr. Koyzis met with the State Superintendent of Schools and hope to open the Academy in 2012.

Our men's basketball team is #2 in the U.S. with 55 consecutive conference wins. The women's basketball team continues to have a winning record, despite injuries and unexpected personal issues. They are still 11 and 8. Our wrestling team is #14 in the U.S. and #4 in Super Region One and has heavy participation in the NCAA tournament.

With regard to community engagement we have the Civics Challenge coming up with 12 high schools participating. Last year's finalists consisted of five students from St. Clairsville and three students from River. Jeff Knierim does a good job with this event, along with the Toastmasters Club. If you would like more information on the Toastmasters, please talk with Jeff.

Events coming up in February are:

- February 9, 2012: Concert Series, QUINK, vocal ensemble in College Hall
- February 17, 2012: Presentation to HEPC, Advanced Academy
- February 18, 2012: Black and Gold Day
- February 21, 2012: College of Liberal Arts Colloquium Series, Alumni Lounge
- February 23, 24, 2012: "Macbeth" presented by the Hilltop Players, Kelly Theater
- March 2012: 175<sup>th</sup> Anniversary Celebration

Following his report, President Capehart asked if there were any questions; there were none.

**b. Classified Staff Council Update**

Bev Burke gave an explanation of why it was requested that Classified Staff Council be able to make a presentation to the Board of Governors and the opportunity to introduce classified staff and their role on campus. Stephanie North spoke with regard to the admissions process; Patrick Kelly asked if WLU uses social media and Stephanie explained what is currently in place for prospective and current students. Brad Forshey, Cindy McGee, Mary Ann Edwards, Bruce Jochum, Michelle Pissos, Dawn Swiger, and Bo McConnaughy talked about the role they play in their departments and their impact on students. Chair Joseph stated that the Classified Staff Council update was really impressive and beneficial to the Board. President Capehart asked if there were any questions and thanked the Council for coming to the meeting and making their presentation.

**c. Revision to Policy 1 – Procedures for Presidential Search and Selection**

Mr. Davis stated that generally, policy revisions come to the Board for consideration because he or the President have identified specific policies that haven't been looked at in a long time and need to be changed or updated. However, sometimes the HEPC changes its rules or policies and because what the HEPC does takes precedence over what the Board does, those things necessitate changes in the WLU Board of Governors policies. In the Board packet are two of these examples; Policy 1-Procedures for Presidential Search and Selection, and Policy 26-Order of Precedence, with respect to policy revisions you usually see sent out for review. In the cases of Policies one and 26, there is no need for review; we have simply changed the language. The revised policies are in the packets and this is not an action item, just an information item.

Also as an information item, in the sheet that is headed into Information Items – Explanation, there is a reference of the Board's Bylaws stating that "No member may serve as chairman for more than two consecutive years." In 2010 the WV State Code changed this to four (4) years; therefore our Bylaw has to change to match.

**5. Action Items\*:**

**a. Additional Funding for Soccer Field**

Mr. Wright stated that at the April 2011 Board of Governors meeting the Board authorized the University to negotiate a lease with the Prall Cemetery Trustees for a parcel of land to use as a soccer/lacrosse field, and for intramurals and band camps in the summer. At that time Patrick Kelly asked what the cost of the field would be, and it was estimated at \$125,000. The Board has since approved a lease in December with the cemetery trustees. GAI Consultants from Charleston, who have done several soccer fields and happen to be the site consultant for the new science building, agreed to give WLU a detailed estimate for a new soccer field. This estimate was reviewed with the Finance Committee today. The estimate is \$223,000 with architectural fees at about \$23,000, bringing the total close to \$250,000.

WLU attempted to bid a parking lot in September and again in October, which will involve a lot of earth moving. Earth moving equipment in Ohio and Marshall Counties, due to the gas drilling, is very limited and we only had one bid on the parking lot, which was estimated at \$320,000 and the one bid was \$490,000. Not wanting to take a chance and have the soccer field bid come into the same situation, we are estimating the field to be \$300,000. GAI expects more money to be needed for drainage on the field since the field has a clay base and clay doesn't drain well. We will also need to cut into the cemetery hill, which we thought we wouldn't need to do, and add a sprinkler system. GAI says if we are going to use the field spring, summer, and fall we shouldn't put it in without a sprinkler system. The total estimate is roughly \$250,000 and due to the limited number of people in the earth moving business at this time may come in higher, so we are asking for the approval of \$300,000. Ms. Allen asked if this amount is just for the field or includes structures. Mr. Wright stated that there are no structures; under the lease agreement there will be no permanent structures on the property. Portable bleachers and scoreboard will be used, with the possibility of two faculty homes adjacent to the property being used by visiting/home teams for restrooms, etc. Ms. Allen asked if the cost is for grading. Mr. Wright stated that the cost includes grading for drainage and crowning the field. With proper construction we can have a good field for multiple uses. Ms. Allen asked where the field is located. Mr. Wright stated the property is located adjacent to faculty housing where the girls' softball team played for many years but has since abandoned with the new field. That usage was done with

a letter of understanding for 30 years. In order to spend state money on property you don't own you have to have it under lease and that's why we've leased the property. Ms. Allen asked if the property needed cleared, to which Mr. Wright stated "no." Mr. Wright stated that of about 21 acres maybe one-ninth is used as cemetery. This is the only flat piece of property in this area and we are fortunate to get it. The lease is \$3,000 the first year and thereafter, after five years it goes to \$6,000. Mrs. Burke asked where the funds are coming from or do we have the funds available. Mr. Wright stated that we have moved other funds, such as the elevator fund for Beta and Hughes Halls to future years in order to make room for these funds so yes, they are available at this time. Mr. Kelly stated that WLU had talked about leasing gas rights to drillers; has this been done? Mr. Wright stated "yes." Mr. Kelly asked if there is any way they would do a donation to the University; possibly the equipment for the initial grading. President Capehart stated that from what we can see in this area, they are leasing the equipment from other people; that's why the price is so high. The original field was done by the Corp of Engineers when they were looking for things to do on Saturday and Sunday. In old pictures they show the equipment just sitting around. Operating engineers in the Northern Panhandle are non-existent and the teamsters in other counties had been on strike; they may have settled. The bid for the parking lot was at the height of the asphalt season and we just didn't get any bids. We don't want to bid this without at least four competitive bids. Chair Joseph stated that as he understands the resolution, it authorizes the University to spend what it takes to complete the field up to \$300,000, which is correct. Mr. Wright stated that we have a very detailed estimate from GAI Consultants out of Charleston and they're estimating \$223,000 with an architectural fee of about \$23,000, putting it in the range of \$246,000, with a 10% contingency. This is the current situation.

**A motion 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 was then made by Paul Limbert and seconded by Richard Carter; motion passed unanimously.**

Ms. White stated that it was mentioned the money was going to come out of the elevator fund; are those two buildings still going to receive maintenance on those elevators? Mr. Wright stated that the number one priority on the maintenance list were elevators in Beta and Hughes Halls in 2008. This is 2012 and they are still the 1970's elevators. Somehow they keep getting moved to the bottom of the list, but the only time we have trouble with them, since Jack's been here, is when it's time for the freshmen to move in for the fall semester. The elevators are inspected annually for weight and inspected on a monthly basis for safety. These are old elevators; the library elevator is old but still runs. In this case, we have 25 woman on sight for team soccer this year and believe there are 20 lacrosse players for team lacrosse; all playing off-campus this year. That's 45 students and we need a field; we are not putting the elevators in jeopardy.

**b. Revision to Policy 8 – Facilities**

Mr. Davis stated that there are three policies here and as Chair Joseph indicated, the Board must consider them separately. Policies eight and ten were revised back in November per Board instruction and put out for the 30-day comment period. Policy 50 was revised by President Capehart and posted on the home page for review and comment back in November. In the many years Mr. Davis has been involved in revising policies, this is the first time we have gone through this process and haven't received a single comment. In any event, this is an action item receiving no comments or criticism, and the Board needs to vote on each one separately.

President Capehart stated that a lot of these policies were our reflection of conversation; how some Board policies were too specific, some more administrative and needed cleaned up. Chair Joseph asked how many policies we need to change, to which President Capehart replied that it is not a large number, but a rewrite is in order. We needed to decide how many we can attack at once or do a few at a time. Ms. Allen asked if members could look at copies of the policies, to which President Capehart stated the policies are located on line and Mary Ann will send a link to members to view. Chair Joseph asked if there were any questions and noted that we have actually run into issues with policies we created, some of which are more like procedures than policies.

**A motion that the West Liberty University Board of Governors approve the revision of Policy 8 – Facilities, was then made by Patrick Kelly and seconded by Ann Thomas; motion passed unanimously.**

**c. Revision to Policy 10 – Travel**

Chair Joseph asked if there was any discussion of the revisions to this policy.

**A motion that the West Liberty University Board of Governors approve the revision of Policy 10 – Travel, was then made by Richard Carter and seconded by Rob Marks; motion passed unanimously.**

**d. Revision to Policy 50 – Fundraising**

Chair Joseph asked if there was any discussion of the revisions to this policy. President Capehart stated that it is important the president be authorized to work with fundraising if you read the policy. The old policy included when to send a letter; we don't need a policy to tell us these things. There is a lot of delegation of authority and we did add one item that wasn't in the previous policy, requiring the president to provide the Board with a report every year on receipts and disbursements, which is good information for the BOG.

**A motion that the West Liberty University Board of Governors approve the revision of Policy 50 – Fundraising, was then made by Patrick Kelly and seconded by Beverly Burke; motion passed unanimously.**

**6. Adjournment:**

The meeting adjourned at 6:49 p.m.

Brian Joseph

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Chair

George Couch

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Secretary