

Minutes
West Liberty State College Board of Governors
R. Emmett Boyle Conference Center
Wednesday, 16 January 2002

ATTENDANCE:

Board Members: Brad Blair, Debra Boger, John Cole, Derek Ennis, Jim Frum, John Gompers, Dan Joseph, Keith Kaczor, Roseanna Keller, Larry Miller, and Will Turani.

Unable to Attend: John Moore

Guests: Glen Schultz and Ken Stehle, representing WTW, and Mrs. Owens

WLSC Administrative Staff and Faculty: Joe Cartisano, Bassam Deeb, Marsha Krotseng, Butch Maxwell, John McCullough, Genny McIntyre, Richard Owens, Jody Seabright, and Mike Turbanic.

1. **Call to Order:** Chairman Gompers called the meeting to order at 5:45 pm.
2. **Presentation of Revised Master Plan by WTW:** Mr. Turbanic introduced Mr. Glen Schultz from WTW. As required by the HEPC, WLSC must update the existing Master Plan if the College is to consider new student housing options and renovation to existing structures. Mr. Schultz presented the revision developed as a result of meetings with WLSC students and administrators. Following the presentation, there was much discussion concerning the logistics of a new student residential housing complex. Concerns included cost, location, maintenance, need, creation of a separate community, etc. Mr. Schultz recommended that WLSC ensure that officials in Charleston are “on-board” with this project before moving forward. Also, a market study should be conducted before any final decisions are made. Following the discussion, Mr. Schultz stated that he would update/revise the plan to address the concerns expressed by the Board. The WLSC Board of Governors was then asked to approve the revision to the Master Plan. This revision will be presented to the HEPC at an upcoming meeting this spring.

ACTION ITEM I:

Resolved, That the West Liberty State College Board of Governors approves the revision to the West Liberty State College Master Plan. A motion to approve the revision was made by Mr. Frum and seconded by Mr. Brad Blair; motion passed unanimously.

3. **Approval of Minutes:**

- Wednesday, 14 November 2001 (regular BOG meeting)
- Tuesday, 11 December 2001 (BOG Executive Committee)

ACTION ITEM II:

Motion to approve the minutes as corrected was made by Mr. Frum and seconded by Ms. Roseanna Keller; motion passed unanimously.

Prior to the President’s Report, Mr. Gompers formally thanked Dr. McCullough for all his efforts and hard work as interim president after which he welcomed Dr. Owens and his wife Phyllis.

4. **President’s Report:** Dr. Owens stated that he and Mrs. Owens are very pleased to be at West Liberty State College and he thanked the Board for the opportunity. Dr. Owens further stated that West Liberty is able to meet the challenges of the future because of its quality staff, dedicated faculty, enthusiastic alumni, and devoted Board of Governors. Dr. Owens believes that West Liberty has many positive selling points including a quality, affordable education; pleasant living and learning community; and strong, well-established programs.

5. **Ratification of Executive Committee Actions:** The Board of Governors is asked to ratify the actions of the Executive Committee at a meeting held on December 11, 2001.

ACTION ITEM III:

Resolved, That the West Liberty State College Board of Governors ratifies the actions of its Executive Committee on December 11, 2001, to approve the Management Letter presented to the Board by Deloitte and Touche and to approve the proposed Master of Education in Reading pilot program for consideration by the Higher Education Policy Commission. A motion to ratify the actions of the Executive Committee was made by Mr. Blair and seconded by Mr. Miller; motion passed unanimously.

6. **Policy 2: Presidential Appointments, Responsibilities, and Evaluation:** West Liberty State College is currently in the process of revising former state policies and adopting them as our own. This policy was distributed to the campus for comment in October. No comments were received. Consequently, the Board of Governors is asked to approve Policy 2.

ACTION ITEM IV:

Resolved, That the West Liberty State College Board of Governors approves Policy 2, "Presidential Appointments, Responsibilities, and Evaluation." A motion to approve Policy 2 was made by Ms. Keller and seconded by Will Turani; motion passed unanimously.

7. **Policy 3: Program Review Policy:** The Board of Governors is asked to approve Policy 3. This policy was distributed to the campus for comment following the November 14th meeting. No comments were received.

ACTION ITEM V:

Resolved, That the West Liberty State College Board of Governors approves Policy 3, "Program Review." A motion to approve Policy 3 was made by Mr. Cole and seconded by Dr. Joseph; motion passed unanimously.

Note: Chairman Gompers appointed Mr. Frum to serve as the board representative for program reviews, which will take place prior to the March 20 meeting.

8. **Five-Year Program Review Schedule:** The matrix contained in the agenda is almost identical to the program review schedule that is currently in place and that has been followed for many years. The Board of Governors is asked to approve the Program Review Matrix.

ACTION ITEM VI:

Resolved, That the West Liberty State College Board of Governors approves the Program Review Matrix Cycle for filing with the Higher Education Policy Commission. A motion to approve the Matrix Cycle was made by Mr. Frum and seconded by Mr. Ennis; motion passed unanimously.

9. **Financial Report:** Budget reports prepared by Mr. Turbanic provide an update for WLSC for Fiscal Year 2001, and year-to-date figures for Fiscal Year 2002. The report reflects a total of all funds, actual collections and expenditures, and everything is "on-target." A request was made that a balance sheet be made available to the Board. Further discussion on budget items followed.
10. **Budget Considerations for FY 2002-2003:** As a directive from Governor Wise, WLSC and all other state agencies are being asked to prepare a budget request for FY 02-03 that factors in a three percent reduction in state general revenue funds. Dr. Owens distributed the proposed budget at the meeting. The preliminary budget was discussed, and significant issues will have to be resolved before the budget is finalized in March. Mr. Frum stated that this document would be beneficial for the Foundation to review in March after it has been approved.

11. **Banner Information System Conversion:** Since the November 14 meeting of the Board of Governors, WLSC administrators have been communicating with SCT and WVNET representatives to discuss implementation of the Banner Student Information System. The Board is being asked to make a decision on one of two options. The first option is the Standard Enterprise Process Services, and the second option is the Surefire Process Services. The first option proposes that the WLSC staff take a lead role and SCT provide back up assistance. The second option has SCT taking the lead role and the WLSC staff providing the back up assistance. However, both options will necessitate extensive training for the WLSC staff. The second option (Surefire) is recommended by SCT and WVNET, especially in light of the time factor. Option one is very impractical and we do not know everything that is or is not included (assistance/hidden costs). Additionally, before any contracts are signed, WLSC will need more specific information on the option selected. There was discussion concerning issues such as the life expectancy of the Banner System, and the lack of a parallel system.

ACTION ITEM VII:

Resolved, That the West Liberty State College Board of Governors recommends selection of the Surefire Implementation of the Student and Financial Aid Systems (Option 2) presented by SCT and hereby directs the president and staff to enter into negotiations leading to a contract for the implementation of these systems before October 1, 2002. A motion to recommend (Option 2) was made by Mr. Turani and seconded by Ms. Boger; motion passed unanimously.

12. **Board Information:** Prior to the meeting, Board members submitted a list of topics for which they would like to have more information. Other items added to the list at the meeting include ACT scores and high school GPA's. Additionally, requests were made for more financial information, strategies on recruitment, and marketing plans. It was suggested that rather than compiling a plethora of information and distributing it to the Board, members should contact Dr. Krotseng with specific requests. Otherwise, Board members may receive so much information that it would be difficult to find the time for a thorough review of all items. WLSC administrators can make any/all information resulting from the work of various committees available to interested Board members.

13. **Other Items:**

- The Strategic Planning Update has been rescheduled for February 13, 2002, and all Board members are invited to attend.
- Allison Adler, with assistance from Mike Turbanic, submitted a cost analysis of the presidential search. WLSC spent approximately \$13,000 and the Chancellor's Office spent \$27,000. Considering the cost of hiring a search firm (approximately \$100,000), we did very well.
- Dr. Joseph expressed his concern over the future of WLSC's Science Department. Dr. Joseph's concerns include the lack of a physics department and the upcoming retirement of two key biology faculty members, Dr. Andy Cook and Dr. Rathin Mitra. Dr. Joseph explained that without qualified graduates in the sciences, our area is sacrificing its ability develop industry and technology. Discussion followed on the need for a strong science department at WLSC.

14. **Executive Session:** Pursuant to WV Code 6-9A-4 subsection b-2-A, a motion to retire to Executive Session was made by Mr. Gompers and seconded by Ms. Keller; the Board retired to Executive Session.

Following discussion in Executive Session: A motion to rise from Executive Session was made by Mr. Turani and seconded by Ms. Keller; the Board rose from Executive Session.

ACTION ITEM VIII:

Resolved, That West Liberty State College Board of Governors affirms the professional rank and tenure status as a component of the presidential contract of Dr. Richard H. Owens. A motion to affirm tenure status was made and seconded by Ms. Keller; motion passed unanimously.

Note: Chairman Gompers directed Dr. Krotseng to prepare an addendum to Dr. Owens' contract containing this provision.

15. **Adjournment:** The meeting adjourned at 9:15 pm.

John E. Gompers _____
Chair

Debra Boger _____
Secretary

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